Australian Government

FWP Forest and Wood Products Training Package

Release: 6.0

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Imprint Oct 24

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Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

FWP10116 Certificate I in Forest and Forest Products

Modification History

Release	Comments
Release 1	This qualification first released with FWP Forest and Wood Products Training Package Release 2.0. It is equivalent to FPI10111 Certificate I in Forest and Forest Products (Release 3)

Qualification Description

This qualification is designed for job roles in the forest and forest products industry.

Job roles

This qualification has two employment pathways for operational environments in the forest and forest products industry.

- Arboriculture Worker
- Forestry Worker

Licensing, legislative, regulatory, or certification requirements may apply to units in this qualification in some states & territories at the time of publication and may differ according to jurisdiction.

Some imported units in the elective bank may be subject to licensing, legislative, regulatory, or certification requirements. These units must be implemented in line with the licensing requirements outlined in the unit's parent Training Package.

Entry Requirements

There are no entry requirements for this qualification.

Packaging Rules

To be awarded the FWP10116 Certificate I in Forest and Forest Products, competency must be achieved in **seven (7)** units of competency.

- **five (5)** core units plus
- **two (2)** units from the elective group, the total of which can include one elective unit from this or any endorsed Training Package or State/Territory accredited course recommended for packaging at Certificate I or II level.

Elective units must be relevant to work undertaken in the forest and forest products sector of the industry.

CORE UNITS

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- FWPCOR2201 Work effectively in the forest and forest products industry
- FWPCOR2202 Communicate and interact effectively in the workplace
- FWPCOR2203 Follow environmental care procedures
- FWPCOR2205 Follow WHS policies and procedures
- FWPCOR2207 Maintain quality and product care

ELECTIVE UNITS

- AHCILM201A Maintain cultural places
- BSBINM201 Process and maintain workplace information
- BSBWOR204 Use business technology
- FWPFGM2201 Collect seed
- FWPFGM2214 Maintain visitor sites
- PUATEA001B Work in a team

Qualification Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FWP10116 Certificate I in Forest and Forest Products	FPI10111 Certificate I in Forest and Forest Products (Release 3)	Updated to meet Standards for Training Packages	Equivalent qualification

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWP20116 Certificate II in Forest Growing and Management

Modification History

Release	Comments
Release 3	This version released with FWP Forest and Wood Products Training Package Version 6.0.
Release 2	This version released with FWP Forest and Wood Products Training Package Version 3.0.
Release 1	This version released with FWP Forest and Wood Products Training Package Release 2.0.

Qualification Description

This qualification has seven employment pathways for typical operational environments of forest growing and management. These are:

- Arboriculture Worker
- Farm Forestry Worker
- Forestry Worker
- Nursery Worker
- Plantation Establishment Worker
- Plantation Forest Officer
- Silviculturalist

Licensing, legislative, regulatory, or certification requirements may apply to units in this qualification in some states & territories at the time of publication and may differ according to jurisdiction.

Some imported units in the elective bank may be subject to licensing, legislative, regulatory, or certification requirements. These units must be implemented in line with the licensing requirements outlined in the unit's parent Training Package.

^ From 1 July 2022 the core unit HLTAID003 must no longer be delivered and will be replaced in the Packaging Rules by the unit HLTAID011 - for more information see: https://asqa.gov.au/news-events/news/reminder-about-superseded-hlt-first-aid-units

Entry Requirements

There are no entry requirements for this qualification.

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Packaging Rules

To achieve this qualification, competency must be demonstrated in:

- 13 units of competency:
  - 6 core units plus
  - 7 elective units.

Elective units must ensure the integrity of the qualification's Australian Qualification Framework (AQF) alignment and contribute to a valid, industry-supported vocational outcome. The electives are to be chosen as follows:

- at least three units must be selected from Group A
- 4 units from Group A and/or Group B, the total of which can include up to 2 units recommended for packaging at Certificate I, II or III level from this or any other endorsed Training Package or state/territory accredited course.

Elective units must be relevant to work undertaken in the forest growing and management sector of the industry.

Core Units

FWPCOR2201	Work effectively in the forest and forest products industry
FWPCOR2202	Communicate and interact effectively in the workplace
FWPCOR2203	Follow environmental care procedures
FWPCOR2204	Follow fire prevention procedures
FWPCOR2205	Follow WHS policies and procedures
HLTAID003 ^ **HLTAID011**	Provide first aid **Provide First Aid (must be delivered from 1 July 2022)**

Elective Units

An asterisk (*) next to the unit code indicates that there are prerequisite requirements which must be met when packaging the qualification. Please refer to the Prerequisite requirements table for details.

Group A

Fire Control

AHCFIR201	Assist with prescribed burning
AHCWRK201	Observe and report on weather

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FWPFGM2211	Detect fires
PUAEQU001*	Prepare, maintain and test response equipment
PUAFIR204*	Respond to wildfire
PUAFIR209	Work safely around aircraft
PUALAW001	Protect and preserve incident scene
PUAOPE013	Operate communications systems and equipment
PUATEA001	Work in a team

Site Establishment and Maintenance

AHCILM201	Maintain cultural places
AHCINF202	Install, maintain and repair farm fencing
AHCINF203	Maintain properties and structures
AHCIRG345	Install pressurised irrigation systems
AHCIRG347	Maintain pressurised irrigation systems
AHCPMG201	Treat weeds
AHCPMG309	Apply pest animal control techniques
AHCSAW201	Conduct erosion and sediment control activities
FWPFGM2207	Undertake brushcutting operations
FWPFGM2214	Maintain visitor sites
LGAWORK212A	Perform field support duties in a roadwork environment

Breeding and Propagation

AHCNSY201	Pot up plants
AHCNSY203	Undertake propagation activities
FWPFGM2201	Collect seed

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FWPFGM2202	Prepare seedbed
FWPFGM2209	Cut, sort and set cuttings
FWPFGM2212	Graft cuttings
FWPFGM2213	Process seed

Tree Growing & Maintenance

AHCARB212	Operate and maintain stump grinding machines
AHCARB322	Access trees for inspection
AHCNSY202	Care for nursery plants
AHCPMG202	Treat plant pests, diseases and disorders
FWPCOR2207	Maintain quality and product care
FWPCOT2220	Select trees for tending operations
FWPCOT2253	Fell trees manually (basic)
FWPCOT2256	Trim and cut felled trees
FWPFGM2203	Plant trees by hand
FWPFGM2204	Plant trees mechanically
FWPFGM2205	Prune trees
FWPFGM2206	Collect data or samples for assessment

Grading and Testing

FWPFGM2215	Measure trees

Group B

Warehousing and Distribution

AHCNSY302	Receive and dispatch nursery products
FWPCOT2255	Store materials

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Machinery and Equipment

FWPCOT2254	Maintain chainsaws
FWPCOT3259	Operate a four wheel drive on unsealed roads
TLIC2002	Drive light rigid vehicle
TLIC3003	Drive medium rigid vehicle
TLID3033	Operate a vehicle-mounted loading crane

Load Handling

AHCCHM304	Transport and store chemicals
TLID0007	Operate a specialised load shifting equipment
TLID2004	Load and unload goods/cargo
TLID2010	Operate a forklift
TLILIC0003	Licence to operate a forklift truck

Safety and Quality Processes

AHCCHM201	Apply chemicals under supervision
AHCWRK312	Operate in isolated and remote situations
FWPCOT2233	Navigate in forest areas
FWPCOT3263	Maintain and contribute to energy efficiency
RIIWHS205E	Control traffic with stop-slow bat

Administration and Business

BSBINS201	Process and maintain workplace information
BSBTEC201	Use business software applications

Prerequisite requirements

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Units listed in the Prerequisite requirement column that have their own prerequisite requirements are shown with an asterisk (*)

Unit of competency	**Prerequisite requirement**
PUAEQU001 Prepare, maintain and test response equipment	PUAFIR210 Prevent injury
PUAFIR204 Respond to wildfire	PUAFIR210 Prevent injury

Qualification Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
FWP20116 Certificate II in Forest Growing and Management Release 3	FWP20116 Certificate II in Forest Growing and Management Release 2	Updated to include revised units and superseded and deleted imported units	Equivalent

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWP20216 Certificate II in Harvesting and Haulage

Modification History

Release	Comments
Release 3	This version released with FWP Forest and Wood Products Training Package Version 6.0.
Release 2	This version released with FWP Forest and Wood Products Training Package Version 3.0.
Release 1	This version released with FWP Forest and Wood Products Training Package Release 2.0.

Qualification Description

This qualification is designed for job roles in the forest growing and management sector of the forest and forest products industry.

This qualification has seven employment pathways for typical operational environments of forest growing and management. These are:

- Arboriculture Worker
- Farm Forestry Worker
- Forestry Worker
- Nursery Worker
- Plantation Establishment Worker
- Plantation Forest Officer
- Silviculturalist

Some imported units in the elective bank may be subject to licensing, legislative, regulatory, or certification requirements. These units must be implemented in line with the licensing requirements outlined in the unit's parent Training Package.

^ From 1 July 2022 the core unit HLTAID003 must no longer be delivered and will be replaced in the Packaging Rules by the unit HLTAID011 - for more information see: https://asqa.gov.au/news-events/news/reminder-about-superseded-hlt-first-aid-units

Entry Requirements

There are no entry requirements for this qualification.

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Packaging Rules

To achieve this qualification, competency must be demonstrated in:

13 units of competency:

- 7 core units plus
- 6 elective units.

Elective units must ensure the integrity of the qualification's Australian Qualification Framework (AQF) alignment and contribute to a valid, industry-supported vocational outcome. The electives are to be chosen as follows:

- 2 from Group A electives listed below
- 4 from Group A and/or Group B electives listed below, the total of which can include up to 2 units recommended for packaging at Certificate I, II or III level from this or any other endorsed Training Package or state/territory accredited course.

Core Units

FWPCOR2201	Work effectively in the forest and forest products industry
FWPCOR2202	Communicate and interact effectively in the workplace
FWPCOR2203	Follow environmental care procedures
FWPCOR2204	Follow fire prevention procedures
FWPCOR2205	Follow WHS policies and procedures
FWPCOR2207	Maintain quality and product care
HLTAID003 **^ HLTAID011**	Provide first aid **Provide First Aid (must be delivered from 1 July 2022)**

Elective Units

An asterisk (*) next to the unit code indicates that there are prerequisite requirements which must be met when packaging the qualification. Please refer to the Prerequisite requirements table for details.

Group A

Fire Control

AHCWRK201	Observe and report on weather
PUAEQU001*	Prepare, maintain and test response equipment

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PUAFIR204*	Respond to wildfire
PUAFIR210	Prevent injury
PUALAW001	Protect and preserve incident scene
PUAOPE013	Operate communications systems and equipment
PUATEA001	Work in a team

Harvesting Operations

AHCARB212	Operate and maintain stump grinding machines
AHCARB322	Access trees for inspection
FWPCOT2220	Select trees for tending operations
FWPCOT2253	Fell trees manually (basic)
FWPHAR2201	Hook up felled trees (choker)
FWPHAR2202	Perform landing duties (chaser)
FWPHAR2205	Conduct mobile splitting operations
FWPHAR2208	Operate a mobile chipper/mulcher
FWPHAR2209	Trim and cut harvested trees

Grading & Testing

FWPCOT2242	Segregate and sort logs

Group B

Warehousing and Distribution

FWPCOT2255	Store materials
TLID3033	Operate a vehicle-mounted loading crane

Machinery and Equipment

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FWPCOT2254	Maintain chainsaws
TLIC2002	Drive light rigid vehicle
TLIC3003	Drive medium rigid vehicle

Load Handling

TLID2004	Load and unload goods/cargo
TLID2010	Operate a forklift
TLILIC0003	Licence to operate a forklift truck

Safety and Quality Processes

AHCILM201	Maintain cultural places
AHCWRK312	Operate in isolated and remote situations
FWPCOT2233	Navigate in forest areas
FWPCOT3263	Maintain and contribute to energy efficiency
RIIWHS205E	Control traffic with stop-slow bat

Administration and Business

BSBINS201	Process and maintain workplace information
BSBTEC201	Use business software applications

Prerequisite requirements

Units listed in the *Prerequisite requirement* column that have their own prerequisite requirements are shown with an asterisk (*)

Unit of competency	**Prerequisite requirement**
PUAEQU001 Prepare, maintain and test response equipment	PUAFIR210 Prevent injury
PUAFIR204 Respond to	PUAFIR210 Prevent injury

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wildfire	

Qualification Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FWP20216 Certificate II in Harvesting and Haulage Release 3	FWP20216 Certificate II in Harvesting and Haulage Release 2	Updated to include revised units and superseded and deleted imported units	Equivalent

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWP20316 Certificate II in Sawmilling and Processing

Modification History

Release	Comments
Release 4	This version released with FWP Forest and Wood Products Training Package Version 6.0.
Release 3	This version released with FWP Forest and Wood Products Training Package Version 5.0.
Release 2	This version released with FWP Forest and Wood Products Training Package Version 3.0.
Release 1	This version released with FWP Forest and Wood Products Training Package Version 2.0.

Qualification Description

This qualification is designed for job roles in the sawmilling and processing sector of the forest and forest products industry.

This qualification has seven employment pathways for typical operational environments in sawmilling and processing. These are:

- Kiln Worker
- Timber Grader
- Treatment Plant Worker
- Production Worker
- Sawmill Worker
- Saw Technician
- Wood Machinist

Some imported units in the elective bank may be subject to licensing, legislative, regulatory, or certification requirements. These units must be implemented in line with the licensing requirements outlined in the unit's parent Training Package.

Entry Requirements

There are no entry requirements for this qualification.

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Packaging Rules

To achieve this qualification, competency must be demonstrated in:

- 13 units of competency:
  - 5 core units plus
  - 8 elective units.

Elective units must ensure the integrity of the qualification's Australian Qualification Framework (AQF) alignment and contribute to a valid, industry-supported vocational outcome. The electives are to be chosen as follows:

- 3 from Group A electives listed below
- 5 from Group A and/or Group B electives listed below, the total of which can include up to 2 units recommended for packaging at Certificate I, II or III level from this or any other currently endorsed Training Package or accredited course.

Core Units

FWPCOR2201	Work effectively in the forest and forest products industry
FWPCOR2202	Communicate and interact effectively in the workplace
FWPCOR2203	Follow environmental care procedures
FWPCOR2205	Follow WHS policies and procedures
FWPCOR2207	Maintain quality and product care

Elective Units

An asterisk (*) next to the unit code indicates that there are prerequisite requirements which must be met when packaging the qualification. Please refer to the Prerequisite requirements table for details.

Group A

Logyard and/or Material Preparation

FWPCOT2226	Debark logs mechanically
FWPCOT3203	Weigh loads

Sawing Operations

FWPCOT2202	Rack material

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FWPCOT2234	Dock material to length
FWPCOT2243	Tail out timber product and waste material
FWPCOT2245	Operate and maintain a table saw
FWPCOT2259	Cut materials with a hand-held chainsaw
FWPCOT2263	Cross cut materials with a fixed saw
FWPCOT3271	Hand sharpen knives and blades for commercial and domestic cutting services
FWPCOT3276	Sharpen cutters using a straight knife grinder
FWPCOT3290	Apply knowledge of timber properties, sawmill operations and sawmilling equipment
FWPSAW2202	Sort boards manually
FWPSAW2203	Sort boards mechanically
FWPSAW2204	Dock boards with mechanical feed
FWPSAW2208	Split wood products
FWPSAW2209	Dismantle, transport and assemble hand portable sawmill
FWPSAW2211	Round softwood logs
FWPSAW3247	Replace tungsten tips

Grading and Testing

FWPCOT2246	Appearance grade hardwood sawn and milled products
FWPCOT2247	Appearance grade softwood sawn and milled products
FWPCOT2248	Appearance grade cypress sawn and milled products
FWPCOT2249	Visually stress grade hardwood
FWPCOT2250	Visually stress grade softwood
FWPCOT2251	Visually stress grade cypress
FWPSAW2201	Grade round poles and debarked logs

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Timber Products

FWPCOT2203	Finish and pack products
FWPCOT2209	Produce finger jointed timber
FWPCOT2211	Produce pointed timber products
FWPCOT2222	Produce laminated beams
FWPCOT2244	Operate and maintain a thicknesser
FWPCOT2258	Assemble products
FWPCOT3302	Access and provide timber and wood product information
FWPSAW2206	De-stack seasoning racks
FWPSAW2212	Assemble materials using nail plates

Timber Drying and Treatment

AHCCHM201	Apply chemicals under supervision
FWPSAW2210	Prepare for timber treatment operations

Woodchipping

FWPCOT2225	Chip or flake wood

Group B

Warehousing and Distribution

FWPCOT2206	Stack and bind material
FWPCOT2231	Pack products
FWPCOT2255	Store materials
FWPCOT2260	Tally material
FWPCOT2261	Process orders and prepare for despatch

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FWPCOT3320	Build and maintain timber stacks
TLIF1002	Conduct housekeeping activities

Machinery and Equipment

FWPCOT2240	Cut material with a pole saw
FWPCOT2254	Maintain chainsaws
FWPCOT2257	Use hand-held tools
FWPCOT3259	Operate a four wheel drive on unsealed roads
MEM05006*	Perform brazing and/or silver soldering
MEM11011*	Undertake manual handling
MEM18011*	Shut down and isolate machines/equipment

Load Handling

AHCMOM207	Conduct front-end loader operations
TLIC2002	Drive light rigid vehicle
TLIC3003	Drive medium rigid vehicle
TLID0006	Move materials mechanically using automated equipment
TLID0007	Operate specialised load shifting equipment
TLID1001	Shift materials safely using manual handling methods
TLID2004	Load and unload goods/cargo
TLID2010	Operate a forklift
TLID2047	Prepare cargo for transfer with slings
TLILIC0003	Licence to operate a forklift truck

Safety & Quality Processes

AHCWRK312	Operate in isolated and remote situations

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FWPCOT2233	Navigate in forest areas
FWPCOT3263	Maintain and contribute to energy efficiency
HLTAID011	Provide First Aid
MEM13015	Work safely and effectively in manufacturing and engineering

Administration & Business

BSBINS201	Process and maintain workplace information
BSBTEC201	Use business software applications

Competitive Manufacturing

MSS402001	Apply competitive systems and practices

Communication & Relationships

MEM16006*	Organise and communicate information
SIRXCEG001	Engage the customer

Prerequisite requirements

Units listed in the *Prerequisite requirement* column that have their own prerequisite requirements are shown with an asterisk (*)

Unit of competency	**Prerequisite requirement**
MEM05006 Perform brazing and or silver soldering	MEM11011 Undertake manual handling* MEM13015 Work safely and effectively in manufacturing and engineering MEM16006 Organise and communicate information
MEM11011 Undertake manual handling	MEM13015 Work safely and effectively in manufacturing and engineering MEM16006 Organise and communicate information*
MEM16006 Organise and	MEM13015 Work safely and effectively in manufacturing and

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communicate information	engineering
MEM18011 Shut down and isolate machines/equipment	MEM11011 Undertake manual handling* MEM13015 Work safely and effectively in manufacturing and engineering MEM16006 Organise and communicate information*

Qualification Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
FWP20316 Certificate II in Sawmilling and Processing Release 4	FWP20316 Certificate II in Sawmilling and Processing Release 3	Updated to include revised FWP units	Equivalent

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWP20416 Certificate II in Wood Panel Products

Modification History

Release	Comments
Release 4	This version released with FWP Forest and Wood Products Training Package Version 6.0.
Release 3	This version released with FWP Forest and Wood Products Training Package Version 5.0.
Release 2	This version released with FWP Forest and Wood Products Training Package Version 3.0.
Release 1	This version released with FWP Forest and Wood Products Training Package Version 2.0.

Qualification Description

This qualification is designed for job roles in the wood panel products sector of the forest and forest products industry.

This qualification has three employment pathways for typical operational environments of wood panel products. These are:

- Production Worker (Laminates)
- Production Worker (Panel and Board)
- Production Worker (Veneer)

Some imported units in the elective bank may be subject to licensing, legislative, regulatory, or certification requirements. These units must be implemented in line with the licensing requirements outlined in the unit's parent Training Package.

Entry Requirements

There are no entry requirements for this qualification.

Packaging Rules

To achieve this qualification, competency must be demonstrated in:

- 13 units of competency:
  - 5 core units plus
  - 8 elective units.

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Elective units must ensure the integrity of the qualification's Australian Qualification Framework (AQF) alignment and contribute to a valid, industry-supported vocational outcome. The electives are to be chosen as follows:

- 3 from Group A electives listed below
- 5 from Group A and/or Group B electives listed below, the total of which can include up to 2 units recommended for packaging at Certificate I, II or III level from this or any other endorsed Training Package or state/territory accredited course.

Core Units

FWPCOR2201	Work effectively in the forest and forest products industry
FWPCOR2202	Communicate and interact effectively in the workplace
FWPCOR2203	Follow environmental care procedures
FWPCOR2205	Follow WHS policies and procedures
FWPCOR2207	Maintain quality and product care

Elective Units

An asterisk (*) next to the unit code indicates that there are prerequisite requirements which must be met when packaging the qualification. Please refer to the Prerequisite requirements table for details.

Group A

Logyard and/or Material Preparation

FWPCOT2226	Debark logs mechanically
FWPCOT2263	Cross cut materials with a fixed saw

Veneer/Board Production

FWPCOT2202	Rack material
FWPCOT2243	Tail out timber product and waste material
FWPCOT2244	Operate and maintain a thicknesser
FWPCOT2262	Cut material to shape using a saw
FWPWPP2202	Surface treat raw board

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FWPWPP2203	Repair veneer and ply
FWPWPP2204	Repair veneer mechanically
FWPWPP2206	Prepare veneer for ply
FWPWPP2207	Scarf edges of veneer
FWPWPP2208	Cut veneer
FWPWPP2209	Saw products from continuous ply
FWPWPP2212	Cut panels to profile
FWPWPP2213	Cut panels

Lamination and Finishing

FWPCOT2203	Finish and pack products
FWPCOT2222	Produce laminated beams
FWPCOT2252	Band edges of panels
FWPCOT2258	Assemble products

Grading and Testing

FWPCOT2225	Chip or flake wood
FWPCOT2247	Appearance grade softwood sawn and milled products

Woodchipping

FWPWPP2205	Prepare chip or fibre blends

Group B

Warehousing and Distribution

FWPCOT2206	Stack and bind material
FWPCOT2231	Pack products

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FWPCOT2255	Store materials
FWPCOT2260	Tally material
FWPCOT2261	Process orders and prepare for despatch
FWPCOT3320	Build and maintain timber stacks
TLIF1002	Conduct housekeeping activities

Load Handling

AHCMOM207	Conduct front-end loader operations
FWPWPP2211	Move material by transfer equipment
TLID0006	Move materials mechanically using automated equipment
TLID1001	Shift materials safely using manual handling methods
TLID2004	Load and unload goods/cargo
TLID2010	Operate a forklift
TLID2047	Prepare cargo for transfer with slings
TLILIC0003	Licence to operate a forklift truck

Machinery and Equipment

FWPCOT2240	Cut material with a pole saw
FWPCOT2254	Maintain chainsaws
FWPCOT2257	Use hand-held tools
MEM11011*	Undertake manual handling
MEM18011*	Shut down and isolate machines/equipment

Safety and Quality Processes

FWPCOT3263	Maintain and contribute to energy efficiency
HLTAID011	Provide First Aid

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MEM13015	Work safely and effectively in manufacturing and engineering

Administration and Business

BSBINS201	Process and maintain workplace information
BSBTEC201	Use business software applications

Competitive Manufacturing

MSS402001	Apply competitive systems and practices

Communication and Relationships

FWPCOT3302	Access and provide timber and wood product information
MEM16006*	Organise and communicate information
SIRXCEG001	Engage the customer

Prerequisite requirements

Units listed in the *Prerequisite requirement* column that have their own prerequisite requirements are shown with an asterisk (*)

Unit of competency	**Prerequisite requirement**
MEM11011 Undertake manual handling	MEM13015 Work safely and effectively in manufacturing and engineering MEM16006 Organise and communicate information*
MEM16006 Organise and communicate information	MEM13015 Work safely and effectively in manufacturing and engineering
MEM18011 Shut down and isolate machines/equipment	MEM11011 Undertake manual handling* MEM13015 Work safely and effectively in manufacturing and engineering MEM16006 Organise and communicate information*

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Qualification Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FWP20416 Certificate II in Wood Panel Products Release 4	FWP20416 Certificate II in Wood Panel Products Release 3	Updated to include revised FWP elective units	Equivalent

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWP20516 Certificate II in Timber Manufactured Products

Modification History

Release	Comments
Release 4	This version released with FWP Forest and Wood Products Training Package Version 6.0.
Release 3	This version released with FWP Forest and Wood Products Training Package Version 4.0.
Release 2	This version released with FWP Forest and Wood Products Training Package Version 3.0.
Release 1	This version released with FWP Forest and Wood Products Training Package Version 2.0.

Qualification Description

This qualification is designed for job roles in the timber manufactured products sector of the forest and wood products industry.

Job roles

This qualification has six employment pathways for operational environments in the forest and forest products industry. These are:

- Grader
- Manufacturing Assistant (Timber Products)
- Saw Operator
- Timber Manufacturing Worker
- Timber Products Worker
- Timber Puller

Licensing, legislative, regulatory, or certification requirements may apply to units in this qualification in some states and territories at the time of publication and may differ according to jurisdiction.

Some imported units in the elective bank may be subject to licensing, legislative, regulatory, or certification requirements. These units must be implemented in line with the licensing requirements outlined in the units parent Training Package.

Entry Requirements

There are no entry requirements for this qualification.

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Packaging Rules

To achieve this qualification, competency must be demonstrated in:

- 13 units of competency:
  - 5 core units plus
  - 8 elective units.

Elective units must ensure the integrity of the qualification's Australian Qualification Framework (AQF) alignment and contribute to a valid, industry-supported vocational outcome. The electives are to be chosen as follows:

- 3 units from Group A
- 5 units from Group A and/or Group B, the total of which can include up to 2 units recommended for packaging at Certificate I, II or III level from this or any other endorsed Training Package or state/territory accredited course.

Elective units must be relevant to work undertaken in the timber manufactured products sector of the industry.

Core Units

FWPCOR2201	Work effectively in the forest and forest products industry
FWPCOR2202	Communicate and interact effectively in the workplace
FWPCOR2203	Follow environmental care procedures
FWPCOR2205	Follow WHS policies and procedures
FWPCOR2207	Maintain quality and product care

Elective Units

An asterisk (*) next to the unit code indicates that there are prerequisite requirements which must be met when packaging the qualification. Please refer to the Prerequisite requirements table for details.

Group A

Sawing Operations

FWPCOT2234	Dock material to length
FWPCOT2243	Tail out timber product and waste material

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FWPCOT2245	Operate and maintain a table saw
FWPCOT2262	Cut material to shape using a saw
FWPTMM2204	Machine material
FWPTMM2205	Cut material to length and angles

Timber Grading & Testing

FWPCOT2246	Appearance grade hardwood sawn and milled products
FWPCOT2247	Appearance grade softwood sawn and milled products
FWPCOT2248	Appearance grade cypress sawn and milled products
FWPCOT2249	Visually stress grade hardwood
FWPCOT2250	Visually stress grade softwood
FWPCOT2251	Visually stress grade cypress

Timber Products

FWPCOT2203	Finish and pack products
FWPCOT2209	Produce finger jointed timber
FWPCOT2211	Produce pointed timber products
FWPCOT2222	Produce laminated beams
FWPCOT2258	Assemble products
FWPCOT3302	Access and provide timber and wood product information
FWPCOT2244	Operate and maintain a thicknesser
FWPCOT2252	Band edges of panels
FWPSAW2212	Assemble materials using nail plates
FWPWPP2203	Repair veneer and ply

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FWPWPP2204	Repair veneer mechanically
MSFGG2011	Glaze and reglaze residential windows and doors

Group B

Machinery & Equipment

FWPCOT2257	Use hand-held tools
FWPCOT2240	Cut material with a pole saw
FWPCOT3259	Operate a four wheel drive on unsealed roads
TLIC2002	Drive light rigid vehicle
TLIC3003	Drive medium rigid vehicle

Warehousing & Distribution

FWPCOT2260	Tally material
FWPCOT2261	Process orders and prepare for despatch
FWPCOT2255	Store materials
FWPCOT2231	Pack products
FWPCOT3320	Build and maintain timber stacks

Load Handling

AHCMOM207	Conduct front-end loader operations
TLID0007	Operate specialised load shifting equipment
TLID2004	Load and unload goods/cargo
TLID2010	Operate a forklift
TLILIC0003	Licence to operate a forklift truck

Safety & Quality Processes

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FWPCOT3263	Maintain and contribute to energy efficiency
HLTAID011	Provide First Aid

Competitive Manufacturing

MSS402001	Apply competitive systems and practices

Administration & Business

BSBINS201	Process and maintain workplace information
BSBTEC201	Use business software applications

Qualification Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FWP20516 Certificate II in Timber Manufactured Products Release 4	FWP20516 Certificate II in Timber Manufactured Products Release 3	Updated to include revised FWP elective units	Equivalent

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWP30116 Certificate III in Forest Growing and Management

Modification History

Release	Comments
Release 3	This version released with FWP Forest and Wood Products Training Package Version 6.0.
Release 2	This version released with FWP Forest and Wood Products Training Package Version 3.0.
Release 1	This version released with FWP Forest and Wood Products Training Package Release 2.0.

Qualification Description

This qualification is designed for job roles in the forest growing and management sector of the forest and forest products industry.

This qualification has seven employment pathways for typical operational environments of forest growing and management. These are:

- Arboriculture Technician
- Farm Forestry Technician
- Forestry Technician
- Nursery Technician
- Supervisor (Forestry Operations)
- Tree Planter
- Silviculturalist

Some imported units in the elective bank may be subject to licensing, legislative, regulatory, or certification requirements. These units must be implemented in line with the licensing requirements outlined in the unit's parent Training Package.

^ From 1 July 2022 the core unit HLTAID003 must no longer be delivered and will be replaced in the Packaging Rules by the unit HLTAID011 - for more information see: https://asqa.gov.au/news-events/news/reminder-about-superseded-hlt-first-aid-units

Entry Requirements

There are no entry requirements for this qualification.

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Packaging Rules

To achieve this qualification, competency must be demonstrated in:

- 13 units of competency:
  - 6 core units plus
  - 7 elective units.

Elective units must ensure the integrity of the qualification's Australian Qualification Framework (AQF) alignment and contribute to a valid, industry-supported vocational outcome. The electives are to be chosen as follows:

- 3 from Group A electives listed below
- 4 from Group A and/or Group B electives listed below, the total of which can include up to 2 units recommended for packaging at Certificate II, III or IV level from this or any other endorsed Training Package or state/territory accredited course.

Core Units

BSBFLM312	Contribute to team effectiveness
FWPCOR2201	Work effectively in the forest and forest products industry
FWPCOR2202	Communicate and interact effectively in the workplace
FWPCOR3201	Implement safety, health and environment policies and procedures
FWPCOR3203	Evaluate fire potential and prevention
HLTAID003	Provide first aid
^ **HLTAID011**	**Provide First Aid (must be delivered from 1 July 2022)**

Elective Units

An asterisk (*) next to the unit code indicates that there are prerequisite requirements which must be met when packaging the qualification. Please refer to the Prerequisite requirements table for details.

Group A

Fire Control

AHCWRK302	Monitor weather conditions
PUAFIR303*	Suppress wildfire
PUAFIR309*	Operate pumps

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PUAFIR402*	Conduct simple prescribed burns
PUAFIR406*	Develop simple prescribed burn plans
PUALAW002	Conduct initial investigation at incident scene
PUATEA001	Work in a team
PUATEA002*	Work autonomously
PUAWHS002*	Maintain safety at an incident scene

Breeding & Propagation

AHCNSY301	Maintain nursery plants
AHCNSY306	Implement a propagation plan
FWPFGM3201	Manage seed collection
FWPFGM3202	Extract seed

Site Establishment & Maintenance

AHCINF303	Plan and construct conventional fencing
AHCIRG338	Troubleshoot irrigation systems
AHCLSC302	Construct landscape features using concrete
AHCLSC304	Erect timber structures and features
AHCSAW302	Implement erosion and sediment control measures
FWPCOT3306	Rehabilitate tracks, quarries and landings
FWPFGM3208	Construct and maintain forest roads and tracks
FWPFGM3210	Patrol forest

Grading and Testing

FWPCOR3204	Visually assess materials
FWPCOT3270	Grade and mark logs

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FWPCOT3310	Prepare timber or related products to meet import/export compliance requirements

Tree Growing & Maintenance

AHCARB319	Use arborist climbing techniques
AHCPMG301	Control weeds
AHCPMG302	Control plant pests, diseases and disorders
FWPCOR3202	Conduct quality and product care procedures
FWPCOT3311	Use environmental care procedures to undertake fire salvage operations
FWPCOT3317	Use chainsaw within a tree
FWPFGM3206	Plan and implement non-commercial thinning operations
FWPFGM3207	Coordinate stem improvement
FWPFGM3211	Manage coppice stems
FWPFGM3216	Fell trees manually (intermediate)
FWPFGM3217	Fell trees manually (advanced)

Group B

Machinery & Equipment

AHCMOM301	Coordinate machinery and equipment maintenance and repair
FWPCOT3259	Operate a four wheel drive on unsealed roads
FWPCOT3260	Recover four wheel drive vehicles
FWPFGM3214	Operate a four wheel drive in a towing situation
FWPFGM3215	Perform complex 4x4 operations

Specialist Machinery and Equipment

A maximum of 2 units may be selected from this field

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FWPCOT3301	Trim trees using a pole saw
RIIHAN308F	Load and unload plant
RIIMPO315E	Conduct tractor operations
RIIMPO317F	Conduct roller operations
RIIMPO318F	Conduct civil construction skid steer loader operations
RIIMPO319E	Conduct backhoe/loader operations
RIIMPO320F	Conduct civil construction excavator operations
RIIMPO321F	Conduct civil construction wheeled front end loader operations
RIIMPO322E	Conduct civil construction tracked front end loader operations
RIIMPO324F	Conduct civil construction grader operations
RIIVEH304E	Conduct tip truck operations
TLID3036	Lift and move load using a mobile crane

Load Handling

AHCCHM304	Transport and store chemicals
TLID0001	Load and unload vehicles carrying special loads
TLID3011	Conduct specialised forklift operations

Safety and Quality Processes

AHCCHM307	Prepare and apply chemicals to control pest, weeds and diseases
FWPCOT3202	Navigate in remote or trackless areas
FWPCOT3312	Implement environmentally sustainable work practices in the work area/work site
FWPCOT3255	Apply silvicultural principles

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FWPCOT3313	Apply biodiversity protection principles
FWPCOT3257	Follow cultural heritage requirements
FWPCOT3314	Comply with soil and water protection
FWPCOT3263	Maintain and contribute to energy efficiency
HLTAID014	Provide Advanced First Aid
TLID3035	Operate a boom type elevating work platform

Administration and Business

BSBINS302	Organise workplace information
BSBTEC301	Design and produce business documents

Communication & Relationships

BSBLDR301	Support effective workplace relationships
FWPCOT3222	Present forestry information and interpretations programs

Planning and Analysis

BSBOPS402	Coordinate business operational plans

Forestry Digital Technology

FWPCOT3318	Access, capture and communicate forestry field data using mobile devices
FWPCOT3319	Read and interpret digital maps and forest operation plans

Prerequisite requirements

Units listed in the *Prerequisite requirement* column that have their own prerequisite requirements are shown with an asterisk (*)

Unit of competency	**Prerequisite requirement**

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PUAEQU001 Prepare, maintain and test response equipment	PUAFIR210 Prevent injury
PUAFIR203 Respond to urban fire	PUAFIR207 Operate breathing apparatus open circuit
PUAFIR204 Respond to wildfire	PUAFIR210 Prevent injury
PUAFIR205 Respond to aviation incident	PUAFIR203 Respond to urban fire
PUAFIR220 Respond to isolated structure fire	PUAFIR210 Prevent injury
PUAFIR303 Suppress wildfire	PUAFIR204 Respond to wildfire*
PUAFIR309 Operate pumps	PUAEQU001 Prepare, maintain and test response equipment* And one of the following four units: PUAFIR203 Respond to urban fire* OR PUAFIR220 Respond to isolated structure fire* OR PUAFIR204 Respond to wildfire* OR PUAFIR205 Respond to aviation incident*
PUAFIR402 Conduct simple prescribed burns	PUAFIR303 Suppress wildfire*
PUAFIR406 Develop simple prescribed burn plans	PUAFIR303 Suppress wildfire*
PUATEA002 Work autonomously	PUATEA001 Work in a team
PUAWHS002 Maintain safety at an incident scene	PUAFIR210 Prevent injury

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Qualification Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FWP30116 Certificate III in Forest Growing and Management Release 3	FWP30116 Certificate III in Forest Growing and Management Release 2	Updated to include revised units and superseded imported units	Equivalent

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWP30216 Certificate III in Harvesting and Haulage

Modification History

Release	Comments
Release 3	This version released with FWP Forest and Wood Products Training Package Release 6.0.
Release 2	This version released with FWP Forest and Wood Products Training Package Release 3.0.
Release 1	This version released with FWP Forest and Wood Products Training Package Release 2.0.

Qualification Description

This qualification is designed for job roles in the harvesting and haulage sector of the forest and forest products industry.

This qualification has eleven employment pathways for typical operational environments of harvesting and haulage. These are:

- Bulldozer Operator
- Excavator Operator
- Feller Buncher Operator
- Forest Harvester
- Forwarder Operator
- Harvesting Technician
- In-field Chipper Operator
- Loader Operator
- Log truck driver
- Mobile Equipment Operator
- Skidder Operator

Some imported units in the elective bank may be subject to licensing, legislative, regulatory, or certification requirements. These units must be implemented in line with the licensing requirements outlined in the unit's parent Training Package.

Entry Requirements

There are no entry requirements for this qualification.

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Packaging Rules

To achieve this qualification, competency must be demonstrated in:

- 13 units of competency:
  - 7 core units plus
  - 6 elective units.

Elective units must ensure the integrity of the qualification's Australian Qualification Framework (AQF) alignment and contribute to a valid, industry-supported vocational outcome. The electives are to be chosen as follows:

- 2 from Group A electives listed below
- up to 4 from Group A and/or Group B electives listed below
- up to 2 from Group C electives listed below
- the total elective units can include up to 2 units recommended for packaging at Certificate II, III or IV level from this or any other endorsed Training Package or state/territory accredited course.

Core Units

BSBFLM312	Contribute to team effectiveness
FWPCOR2201	Work effectively in the forest and forest products industry
FWPCOR2202	Communicate and interact effectively in the workplace
FWPCOR3201	Implement safety, health and environment policies and procedures
FWPCOR3202	Conduct quality and product care procedures
FWPCOR3203	Evaluate fire potential and prevention
HLTAID003	Provide first aid

Elective Units

Group A

Harvesting Operations

AHCARB319	Use arborist climbing techniques
FWPCOT3253	Convert timber residue into products for further use

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FWPCOT3311	Use environmental care procedures to undertake fire salvage operations
FWPCOT3312	Implement environmentally sustainable work practices in the work area/work site
FWPCOT3315	Transport forestry logs using trucks
FWPCOT3316	Transport forestry produce using trucks
FWPHAR3202	Monitor log recovery (rigging slinger)
FWPHAR3203	Operate integrated or split flail and wood chipper with crane
FWPHAR3204	Operate split flail and wood chipper fed by mobile machine
FWPHAR3205	Harvest trees manually (intermediate)
FWPHAR3209	Harvest trees manually (advanced)
FWPHAR3210	Conduct mechanical processor operations
FWPHAR3212	Operate yarder
FWPHAR3213	Conduct mechanically assisted tree falling operations
FWPHAR3222	Use on-board computer systems for forwarder
FWPHAR3223	Use on-board computer systems for single grip harvester
FWPHAR3224	Operate crawler tractor
FWPHAR3225	Operate excavator with log grapple
FWPHAR3226	Operate feller buncher
FWPHAR3227	Operate forwarder
FWPHAR3228	Operate loader
FWPHAR3229	Operate single grip harvester
FWPHAR3230	Operate skidder
FWPHAR3232	Operate harvesting machine with winch-assist system
FWPHAR3233	Use mechanised equipment for forestry site preparation

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	on steep slopes

Grading and Testing

FWPCOR3204	Visually assess materials
FWPCOT3310	Prepare timber or related products to meet import/export compliance requirements

Machinery and Equipment

AURTGA001	Drive and manoeuvre trailers
FWPCOT3224	Plan and monitor equipment maintenance
FWPCOT3270	Grade and mark logs

Group B

An asterisk (*) next to the unit code indicates that there are prerequisite requirements which must be met when packaging the qualification. Please refer to the Prerequisite requirements table for details.

Fire Control

AHCWRK302	Monitor weather conditions
FWPCOR2204	Follow fire prevention procedures
PUAEQU001*	Prepare, maintain and test response equipment
PUAFIR210	Prevent injury
PUAFIR303*	Suppress wildfire
PUAFIR309*	Operate pumps
PUATEA001	Work in a team
PUATEA002*	Work autonomously
PUAWHS002*	Maintain safety at an incident scene

Site Establishment and Maintenance

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AHCNAR303	Implement revegetation works
FWPCOT3306	Rehabilitate tracks, quarries and landings
FWPFGM3203	Conduct an instrument survey

Machinery and Equipment

AHCMOM301	Coordinate machinery and equipment maintenance and repair
FWPCOT3259	Operate a four wheel drive on unsealed roads
FWPCOT3260	Recover four wheel drive vehicles
FWPFGM3214	Operate a four wheel drive in a towing situation
FWPFGM3215	Perform complex 4x4 operations

Specialist Machinery and Equipment

A maximum of two units may be selected from this field

RIIMPO315E	Conduct tractor operations
RIIMPO317F	Conduct roller operations
RIIMPO319E	Conduct backhoe/loader operations
RIIMPO320F	Conduct civil construction excavator operations
RIIMPO323E	Conduct civil construction dozer operations
RIIMPO324F	Conduct civil construction grader operations
RIIVEH304E	Conduct tip truck operations
TLID3033	Operate a vehicle-mounted loading crane

Load Handling

AHCCHM304	Transport and store chemicals
TLIC3063	Operate vehicle carrying special loads

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TLID0001	Load and unload vehicles carrying special loads
TLID1001	Shift materials safely using manual handling methods
TLID3011	Conduct specialised forklift operations
TLIE3002	Estimate/calculate mass, area and quantify dimensions
TLIH2001	Interpret road maps and navigate pre-determined routes

Safety and Quality Processes

AHCCHM307	Prepare and apply chemicals to control pest, weeds and diseases
AHCPMG301	Control weeds
AHCWRK304	Respond to rescue incidents
FWPCOT3202	Navigate in remote or trackless areas
FWPCOT3255	Apply silvicultural principles
FWPCOT3257	Follow cultural heritage requirements
FWPCOT3313	Apply biodiversity protection principles
FWPCOT3314	Comply with soil and water protection
FWPCOT3263	Maintain and contribute to energy efficiency
HLTAID013	Provide First Aid in remote or isolated site
HLTAID014	Provide Advanced First Aid
TLID3035	Operate a boom type elevating work platform
TLIF2010	Apply fatigue management strategies

Administration and Business

BSBINS302	Organise workplace information
BSBTEC301	Design and produce business documents

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Communication and Relationships

BSBLDR301	Support effective workplace relationships
FWPCOT3222	Present forestry information and interpretations programs

Planning and Analysis

BSBOPS402	Coordinate business operational plans

Group C

Truck Driving

TLIC3004	Drive heavy rigid vehicle
TLIC3005	Drive heavy combination vehicle
TLIC4006	Drive multi-combination vehicle

Forestry Digital Technology

FWPCOT3318	Access, capture and communicate forestry field data using mobile devices
FWPCOT3319	Read and interpret digital maps and forest operation plans

Prerequisite requirements

Units listed in the Prerequisite requirement column that have their own prerequisite requirements are shown with an asterisk (*)

Unit of competency	**Prerequisite requirement**
PUAEQU001 Prepare, maintain and test response equipment	PUAFIR210 Prevent injury
PUAFIR203 Respond to urban fire	PUAFIR207 Operate breathing apparatus open circuit
PUAFIR204 Respond to wildfire	PUAFIR210 Prevent injury

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PUAFIR205 Respond to aviation incident	PUAFIR203 Respond to urban fire*
PUAFIR220 Respond to isolated structure fire	PUAFIR210 Prevent injury
PUAFIR303 Suppress wildfire	PUAFIR204 Respond to wildfire*
PUAFIR309 Operate pumps	PUAEQU001 Prepare, maintain and test response equipment One of the following: PUAFIR203 Respond to urban fire* PUAFIR220 Respond to isolated structure fire* PUAFIR204 Respond to wildfire* PUAFIR205 Respond to aviation incident*
PUATEA002 Work autonomously	PUATEA001 Work in a team
PUAWHS002 Maintain safety at an incident scene	PUAFIR210 Prevent injury

Qualification Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FWP30216 Certificate III in Harvesting and Haulage Release 3	FWP30216 Certificate III in Harvesting and Haulage Release 2	Updated to include revised and new units as well as superseded imported units	Equivalent

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWP30316 Certificate III in Sawmilling and Processing

Modification History

Release	Comments
Release 4	This version released with FWP Forest and Wood Products Training Package Version 6.0.
Release 3	This version released with FWP Forest and Wood Products Training Package Version 5.0.
Release 2	This version released with FWP Forest and Wood Products Training Package Version 4.0.
Release 1	This version released with FWP Forest and Wood Products Training Package Version 2.0.

Qualification Description

This qualification is designed for job roles in the sawmilling and processing sector of the forest and forest products industry.

Job roles

This qualification has twelve employment pathways for typical operational environments of sawmilling and processing. These are:

- Benchman
- Chipper Operator
- Head Rig Operator
- Kiln Operator
- Machine Operator (e.g. Finger Jointing, Moulding, Planing)
- Production Technician
- Sawmilling Technician
- Optimisation Technician
- Sawyer
- Timber Grader
- Timber Products Technician
- Treatment Plant Operator

Licensing, legislative, regulatory, or certification requirements may apply to units in this qualification in some states and territories at the time of publication and may differ according to jurisdiction.

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Some imported units in the elective bank may be subject to licensing, legislative, regulatory, or certification requirements. These units must be implemented in line with the licensing requirements outlined in the unit's parent Training Package.

Entry Requirements

There are no entry requirements for this qualification.

Packaging Rules

To achieve this qualification, competency must be demonstrated in:

- 13 units of competency:
  - 6 core units plus
  - 7 elective units.

Elective units must ensure the integrity of the qualification's Australian Qualification Framework (AQF) alignment and contribute to a valid, industry-supported vocational outcome. The electives are to be chosen as follows:

- 2 units from Group A
- 5 units from Group A and/or Group B, the total of which can include up to 3 units recommended for packaging at Certificate II, III or IV level from this or any other endorsed Training Package or state/territory accredited course.

Elective units must be relevant to work undertaken in the sawmilling and processing sector of the industry.

Core Units

BSBFLM312	Contribute to team effectiveness
FWPCOR2201	Work effectively in the forest and forest products industry
FWPCOR2202	Communicate and interact effectively in the workplace
FWPCOR3201	Implement safety, health and environment policies and procedures
FWPCOR3202	Conduct quality and product care procedures
FWPCOR3204	Visually assess materials

Elective Units

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An asterisk (*) next to the unit code indicates that there are prerequisite requirements which must be met when packaging the qualification. Please refer to the Prerequisite requirements table for details.

Group A

Logyard and/or Material Preparation

FWPCOT3203	Weigh loads
FWPCOT3227	Receive and measure logs

Sawing Operations

FWPSAW3229	Operate a portable sawmill
FWPSAW3230	Perform primary log breakdown
FWPSAW3231	Perform secondary log breakdown
FWPSAW3241	Set up and operate production saws used in sawmill operations
FWPSAW3243	Produce sawn green boards
FWPSAW3250	Select and saw logs in multi-species operations

Grading and Testing

FWPCOT3208	Test strength of joints
FWPCOT3240	Grade heavy structural/engineered products
FWPCOT3246	Test heavy structural/engineered products
FWPCOT3310	Prepare timber or related products to meet import/export compliance requirements
FWPCOT3267	Mechanically stress-grade engineered wood panels
FWPCOT3284	Grade, sort and mark timber materials
FWPCOT3292	Calibrate and maintain scanning equipment used in sawmilling operations
FWPCOT3293	Use scanning equipment for timber grading
FWPCOT3296	Mechanically stress grade timber

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FWPSAW3223	Assess wood chips

Timber Products

FWPCOT3302	Access and provide timber and wood product information
FWPCOT2245	Operate and maintain a table saw
FWPCOT3234	Cut material using CNC sizing machines
FWPCOT3235	Machine material using CNC machining and processing centres
FWPCOT3253	Convert timber residue into products for further use
FWPCOT3320	Build and maintain timber stacks
FWPCOT3272	Set up and run multi-head moulder/planer to produce simple profiles
FWPCOT3273	Set up and run multi-head moulder to produce complex profiles
FWPCOT3274	Cut timber products using high-speed optimiser
FWPCOT3275	Set up, operate and maintain end matching machines
FWPCOT3288	Set up, operate and maintain finger jointing machines
FWPCOT3290	Apply knowledge of timber properties, sawmill operations and sawmilling equipment
FWPCOT3297	Operate automated stacking equipment
FWPSAW3249	Saw logs using CNC optimising systems

Timber Drying and Treatment

AHCCHM307	Prepare and apply chemicals to control pest, weeds and diseases
FWPCOT3231	Operate steam boiler
FWPCOT3232	Operate heat plant

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FWPCOT3248	Dry timber in solar assisted kilns
FWPCOT3249	Select timber preservation techniques
FWPSAW3205	Dry hardwood
FWPSAW3206	Dry softwood
FWPSAW3242	Treat timber

Sawdoctoring

FWPCOT3271	Hand sharpen knives and blades for commercial and domestic cutting services
FWPCOT3279	Assess and maintain saw technology tools
FWPCOT3280	Replace saw blades, knives and guides
FWPCOT3281	Manufacture profile cutters
FWPCOT3282	Assess and maintain saw blade and sawing machine performance
FWPCOT3283	Sharpen and position blades or knives in chipper, canter and reducer
FWPCOT3286	Identify levelling and tensioning requirements for saw blades
FWPCOT3294	Swage and shape saw blades
FWPCOT3295	Assess and maintain cutter performance
FWPCOT3298	Produce templates
FWPSAW3232	Sharpen band saw blades
FWPSAW3233	Sharpen circular saw blades
FWPSAW3234	File and set saw blades for hand saws and circular saws
FWPSAW3235	Recondition saw guides
FWPSAW3236	Sharpen tipped circular saw blades
FWPSAW3237	Level and tension circular saw blades

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FWPSAW3238	Replace Stellite tips
FWPSAW3239	Assess and maintain wide band saw blades
FWPSAW3240	Assess and maintain band saw wheels
FWPSAW3244	Align sawing production systems
FWPSAW3245	Join band saw blades
FWPSAW3246	Hard face saw teeth
FWPSAW3247	Replace tungsten tips
FWPSAW3248	Profile saw blanks

Woodchipping

FWPSAW3215	Screen wood chips
FWPSAW3216	Transfer wood chips
FWPSAW3223	Assess wood chips
FWPSAW3224	Coordinate and monitor the wood chip stockpile

Group B

Machinery and Equipment

FWPCOT2240	Cut material with a pole saw
FWPCOT3224	Plan and monitor equipment maintenance
FWPCOT3259	Operate a four wheel drive on unsealed roads
FWPCOT3260	Recover four wheel drive vehicles
FWPFGM3214	Operate a four wheel drive in a towing situation
MEM11011*	Undertake manual handling
MEM18011*	Shut down and isolate machines/equipment

Warehousing & Distribution

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FWPCOT4211	Monitor stock control procedures
RIIMPO321F	Conduct civil construction wheeled front end loader operations
TLIA0015	Organise receival and despatch operations

Load Handling

AHCMOM207	Conduct front-end loader operations
RIIMPO323E	Conduct civil construction dozer operations
TLID0001	Load and unload vehicles carrying special loads
TLID0008	Shift loads using bridge or gantry crane
TLID1001	Shift materials safely using manual handling methods
TLID3011	Conduct specialised forklift operations

Safety & Quality Processes

FWPCOR3203	Evaluate fire potential and prevention
FWPCOT3202	Navigate in remote or trackless areas
FWPCOT3312	Implement environmentally sustainable work practices in the work area/work site
FWPCOT3263	Maintain and contribute to energy efficiency
FWPCOT3291	Apply principles of timber and process optimisation in sawmill operations
HLTAID011	Provide First Aid
HLTAID014	Provide Advanced First Aid
MEM13015	Work safely and effectively in manufacturing and engineering
TLID3035	Operate a boom type elevating work platform
TLIF1002	Conduct housekeeping activities

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Administration & Business

BSBINS302	Organise workplace information
BSBTEC301	Design and produce business documents

Competitive Manufacturing

MSS402001	Apply competitive systems and practices
MSS404060	Facilitate the use of planning software systems in a work area or team

Communication & Relationships

BSBLDR301	Support effective workplace relationships
MEM16006*	Organise and communicate information

Planning and Analysis

BSBOPS402	Coordinate business operational plans

Prerequisite requirements

Units listed in the *Prerequisite requirement* column that have their own prerequisite requirements are shown with an asterisk (*)

Unit of competency	**Prerequisite requirement**
MEM11011 Undertake manual handling	MEM13015 Work safely and effectively in manufacturing and engineering MEM16006 Organise and communicate information*
MEM16006 Organise and communicate information	MEM13015 Work safely and effectively in manufacturing and engineering
MEM18011 Shut down and isolate machines/equipment	MEM11011 Undertake manual handling* MEM13015 Work safely and effectively in manufacturing and engineering MEM16006 Organise and communicate information*

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Qualification Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FWP30316 Certificate III in Sawmilling and Processing Release 3	FWP30316 Certificate III in Sawmilling and Processing Release 2	Updated to include FWP revised elective units	Equivalent

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWP30416 Certificate III in Wood Panel Products

Modification History

Release	Comments
Release 4	This version released with FWP Forest and Wood Products Training Package Version 6.0.
Release 3	This version released with FWP Forest and Wood Products Training Package Version 5.0.
Release 2	This version released with FWP Forest and Wood Products Training Package Version 4.0.
Release 1	This version released with FWP Forest and Wood Products Training Package Version 2.0.

Qualification Description

This qualification is designed for job roles in the wood panel products sector of the forest and forest products industry.

Job roles

This qualification has seven employment pathways for typical operational environments of wood panel products. These are:

- Engineered Timber Products Technician / Operator
- Kiln Operator
- Production Technician / Operator (Laminates)
- Production Technician / Operator (Panel and Board)
- Production Technician / Operator (Veneer)
- Timber Fabricator
- Timber Fabricator (Laminates)

Licensing, legislative, regulatory, or certification requirements may apply to units in this qualification in some states and territories at the time of publication and may differ according to jurisdiction.

Some imported units in the elective bank may be subject to licensing, legislative, regulatory, or certification requirements. These units must be implemented in line with the licensing requirements outlined in the unit's parent Training Package.

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Entry Requirements

There are no entry requirements for this qualification.

Packaging Rules

To achieve this qualification, competency must be demonstrated in:

- 13 units of competency:
  - 6 core units plus
  - 7 elective units.

Elective units must ensure the integrity of the qualification's Australian Qualification Framework (AQF) alignment and contribute to a valid, industry-supported vocational outcome. The electives are to be chosen as follows:

- 2 units from Group A
- 5 units from Group A and/or Group B, the total of which can include up to 3 units recommended for packaging at Certificate II, III or IV level from this or any other endorsed Training Package or state/territory accredited course.

Elective units must be relevant to work undertaken in the wood panel products sector of the industry.

Core Units

BSBFLM312	Contribute to team effectiveness
FWPCOR2201	Work effectively in the forest and forest products industry
FWPCOR2202	Communicate and interact effectively in the workplace
FWPCOR3201	Implement safety, health and environment policies and procedures
FWPCOR3202	Conduct quality and product care procedures
FWPCOR3204	Visually assess materials

Elective Units

An asterisk (*) next to the unit code indicates that there are prerequisite requirements which must be met when packaging the qualification. Please refer to the Prerequisite requirements table for details. All prerequisite units are included in the qualification.

Group A

Logyard and/or Material Preparation

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FWPCOT2225	Chip or flake wood
FWPCOT3203	Weigh loads
FWPCOT3227	Receive and measure logs
FWPCOT3253	Convert timber residue into products for further use
FWPCOT3320	Build and maintain timber stacks

Grading and Testing

FWPCOT3267	Mechanically stress-grade engineered wood panels
FWPCOT3284	Grade, sort and mark timber materials
FWPCOT3310	Prepare timber or related products to meet import/export compliance requirements
FWPWPP3229	Classify flake

Board /Veneer Production

FWPCOT3234	Cut material using CNC sizing machines
FWPCOT3235	Machine material using CNC machining and processing centres
FWPCOT3249	Select timber preservation techniques
FWPCOT3274	Cut timber products using high-speed optimiser
FWPSAW3249	Saw logs using CNC optimising systems
FWPWPP2213	Cut panels
FWPWPP3201	Produce veneer from debarked logs
FWPWPP3204	Form board
FWPWPP3205	Match and join veneer
FWPWPP3207	Clip veneer
FWPWPP3211	Maintain caul plates and screens

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FWPWPP3213	Heat treat material
FWPWPP3216	Press material using the daylight process
FWPWPP3217	Process production effluent
FWPWPP3218	Plan and coordinate machining of panels
FWPWPP3219	Blend and test binding mixes
FWPWPP3223	Immunise veneer
FWPWPP3230	Produce decorative veneers
FWPWPP3231	Produce veneer from prepared flitches
FWPWPP3234	Operate a continuous press for the production of engineered wood panels
FWPWPP3235	Trim new engineered wood panels to size

Lamination and Finishing

FWPCOT3268	Plane and sand engineered wood products
FWPWPP3202	Paint panels
FWPWPP3208	Punch peg holes in panels
FWPWPP3209	Prepare resin and additives
FWPWPP3214	Treat paper
FWPWPP3215	Cut paper
FWPWPP3220	Plan and coordinate panel painting
FWPWPP3222	Press laminated ply
FWPWPP3224	Profile sand products
FWPWPP3225	Produce profile sanding shoes and wheels
FWPWPP3227	Vacuum paint
FWPWPP3232	Operate a heat roll bonding machine to laminate or veneer engineered wood panel surfaces

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FWPWPP3233	Operate a laminating press for engineered wood panels

Timber Drying and Treatment

FWPCOT3231	Operate steam boiler
FWPCOT3232	Operate heat plant
FWPCOT3248	Dry timber in solar assisted kilns
FWPWPP3212	Dry material
FWPWPP3228	Dry Wood Flakes

Timber Products

FWPCOT3302	Access and provide timber and wood product information

Woodchipping

FWPWPP3203	Produce fibre from chips

Sawdoctoring

FWPCOT3280	Replace saw blades, knives and guides
FWPCOT3282	Assess and maintain saw blade and sawing machine performance
FWPCOT3295	Assess and maintain cutter performance

Group B

Machinery and Equipment

FWPCOT2240	Cut material with a pole saw
FWPCOT3224	Plan and monitor equipment maintenance
FWPCOT3283	Sharpen and position blades or knives in chipper, canter and reducer

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MEM11011*	Undertake manual handling
MEM18011*	Shut down and isolate machines/equipment

Warehousing and Distribution

FWPCOT3297	Operate automated stacking equipment
FWPCOT4211	Monitor stock control procedures
TLIA0015	Organise receival and despatch operations

Load Handling

AHCMOM207	Conduct front-end loader operations
RIIMPO323E	Conduct civil construction dozer operations
TLID0001	Load and unload vehicles carrying special loads
TLID0007	Operate specialised load shifting equipment
TLID0008	Shift loads using bridge or gantry crane
TLID3011	Conduct specialised forklift operations

Safety and Quality Processes

AHCCHM307	Prepare and apply chemicals to control pest, weeds and diseases
CPPSEC3102	Maintain operational safety and security of work environment
FWPCOR3203	Evaluate fire potential and prevention
FWPCOT3263	Maintain and contribute to energy efficiency
FWPCOT3312	Implement environmentally sustainable work practices in the work area/work site
HLTAID011	Provide First Aid
HLTAID014	Provide advanced First Aid

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MEM13015	Work safely and effectively in manufacturing and engineering
TLID3035	Operate a boom type elevating work platform
TLIF1002	Conduct housekeeping activities

Administration and Business

BSBINS302	Organise workplace information
BSBTEC301	Design and produce business documents

Communication and Relationships

BSBLDR301	Support effective workplace relationships
MEM16006*	Organise and communicate information

Competitive Manufacturing

MSS402001	Apply competitive systems and practices
MSS402083	Use planning software systems in operations
MSS404060	Facilitate the use of planning software systems in a work area or team

Planning and Analysis

BSBOPS402	Coordinate business operational plans

Prerequisite requirements

Unit of competency	**Prerequisite requirement**
MEM11011 Undertake manual handling	MEM13015 Work safely and effectively in manufacturing and engineering MEM16006 Organise and communicate information*
MEM16006 Organise and	MEM13015 Work safely and effectively in manufacturing and

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communicate information	engineering
MEM18011 Shut down and isolate machines/equipment	MEM11011 Undertake manual handling* MEM13015 Work safely and effectively in manufacturing and engineering MEM16006 Organise and communicate information*

Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*

Release	**Comments**
Release 1	This version released with Forest and Wood Products Training Package Training Package Version 1.0.

[Skill]	• **[Style to be applied is SI Bullet List 1** • **Use sentence case (i.e. commence with upper case) for each bullet point but do not put a full stop at the end** • **See Guidelines for the skills to be described, the order in which to list them and hints on writing descriptions**

•

[SI Text]	**[SI Text]**	**[SI Text** **For equivalent or no equivalent units include detail of the work undertaken.** **For newly created add the following statement:** **The unit has been created to address a**	**[Equivalent** **OR** **Not equivalent** **OR**

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		skill or task required by industry that is not covered by an existing unit **For a deleted unit add the following statement:** **The unit is deleted as the skill or task is no longer required by industry]**	**Newly created** **OR** **Deleted]**

Qualification Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FWP30416 Certificate III in Wood Panel Products Release 4	FWP30416 Certificate III in Wood Panel Products Release 3	Updated to include revised units and superseded imported units	Equivalent

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWP30516 Certificate III in Timber Manufactured Products

Modification History

Release	Comments
Release 4	This version released with FWP Forest and Wood Products Training Package Version 6.0.
Release 3	This version released with FWP Forest and Wood Products Training Package Version 5.0.
Release 2	This version released with FWP Forest and Wood Products Training Package Version 4.0.
Release 1	This version released with FWP Forest and Wood Products Training Package Version 2.0.

Qualification Description

This qualification is designed for job roles in the timber manufactured products sector of the forest and forest products industry.

Job roles

This qualification has five employment pathways for typical operational environments of timber manufactured products. These are:

- Press Operator
- Jig Setter
- Machine Operator (e.g. Finger Jointing, Moulding, Planing)
- Saw Operator
- Timber Manufactured Products Technician

Licensing, legislative, regulatory, or certification requirements may apply to units in this qualification in some states and territories at the time of publication and may differ according to jurisdiction.

Some imported units in the elective bank may be subject to licensing, legislative, regulatory, or certification requirements. These units must be implemented in line with the licensing requirements outlined in the unit's parent Training Package.

Entry Requirements

There are no entry requirements for this qualification.

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Packaging Rules

To achieve this qualification, competency must be demonstrated in:

- 13 units of competency:
  - 6 core units plus
  - 7 elective units.

Elective units must ensure the integrity of the qualification's Australian Qualification Framework (AQF) alignment and contribute to a valid, industry-supported vocational outcome. The electives are to be chosen as follows:

- 3 units from Group A
- 4 units from Group A and/or Group B, the total of which can include up to 2 units recommended for packaging at Certificate II, III or IV level from this or any other endorsed Training Package or state/territory accredited course.

Elective units must be relevant to work undertaken in the timber manufactured products sector of the industry.

Core Units

BSBFLM312	Contribute to team effectiveness
FWPCOR2201	Work effectively in the forest and forest products industry
FWPCOR2202	Communicate and interact effectively in the workplace
FWPCOR3201	Implement safety, health and environment policies and procedures
FWPCOR3202	Conduct quality and product care procedures
FWPCOR3204	Visually assess materials

Elective Units

An asterisk (*) next to the unit code indicates that there are prerequisite requirements which must be met when packaging the qualification. Please refer to the Prerequisite requirements table for details.

Group A

Sawdoctoring

FWPCOT3276	Sharpen cutters using a straight knife grinder
FWPCOT3277	Sharpen cutters in head using a profile knife grinder

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FWPCOT3278	Sharpen cutters in head using a straight knife grinder
FWPCOT3279	Assess and maintain saw technology tools
FWPCOT3280	Replace saw blades, knives and guides
FWPCOT3282	Assess and maintain saw blade and sawing machine performance
FWPCOT3295	Assess and maintain cutter performance
FWPCOT3299	Cut timber or engineered wood product to profile

Timber Grading & Testing

FWPCOT3208	Test strength of joints
FWPCOT3240	Grade heavy structural/engineered products
FWPCOT3246	Test heavy structural/engineered products
FWPCOT3310	Prepare timber or related products to meet import/export compliance requirements

Trusses & Frames

FWPCOT3303	Prepare sketches and drawings
FWPCOT3304	Take off material quantities
FWPCOT3305	Interpret and quote from manufactured timber product plans
FWPCOT3219	Produce standard truss or frame plans and details using computers
FWPCOT3307	Create drawings using computer aided design software
FWPCOT3308	Assemble timber wall frames
FWPCOT3309	Assemble timber roof trusses

Timber Products

FWPCOT3234	Cut material using CNC sizing machines

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FWPCOT3235	Machine material using CNC machining and processing centres
FWPCOT3253	Convert timber residue into products for further use
FWPCOT3268	Plane and sand engineered wood products
FWPCOT3272	Set up and run multi-head moulder/planer to produce simple profiles
FWPCOT3273	Set up and run multi-head moulder to produce complex profiles
FWPCOT3274	Cut timber products using high-speed optimiser
FWPCOT3275	Set up, operate and maintain end matching machines
FWPCOT3288	Set up, operate and maintain finger jointing machines
FWPCOT3297	Operate automated stacking equipment
FWPSAW3249	Saw logs using CNC optimising systems
FWPTMM3208	Apply critical workplace processes in the manufacture of prefabricated timber building systems
FWPTMM3209	Install prefabricated timber building systems on-site
FWPTMM3210	Convert timber
FWPTMM3211	Manufacture using joinery machines
FWPWPP3203	Produce fibre from chips
FWPWPP3209	Prepare resin and additives

Group B

Machinery & Equipment

TLIC3004	Drive heavy rigid vehicle
TLIC3005	Drive heavy combination vehicle

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Warehousing & Distribution

FWPCOT4211	Monitor stock control procedures
TLIA0015	Organise receival and despatch operations

Load Handling

AHCMOM207	Conduct front-end loader operations
FWPCOT3320	Build and maintain timber stacks
TLIC3063	Operate vehicle carrying special loads
TLID0001	Load and unload vehicles carrying special loads
TLID0007	Operate specialised load shifting equipment
TLID0008	Shift loads using bridge or gantry crane
TLID3011	Conduct specialised forklift operations

Safety & Quality Processes

FWPCOR3203	Evaluate fire potential and prevention
FWPCOT3312	Implement environmentally sustainable work practices in the work area/work site
FWPCOT3263	Maintain and contribute to energy efficiency
HLTAID011	Provide First Aid
HLTAID014	Provide Advanced First Aid
TLID3035	Operate a boom type elevating work platform

Administration & Business

BSBINS302	Organise workplace information
BSBOPS301	Maintain business resources
BSBTEC301	Design and produce business documents

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FWPCOT3302	Access and provide timber and wood product information
FWPTMM3212	Estimate and cost job
SIRXSLS001	Sell to the retail customer

Communication & Relationships

BSBLDR301	Support effective workplace relationships

Competitive Manufacturing

MSS402001	Apply competitive systems and practices
MSS402083	Use planning software systems in operations
MSS404060	Facilitate the use of planning software systems in a work area or team

Planning & Analysis

BSBOPS402	Coordinate business operational plans

Qualification Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FWP30516 Certificate III in Timber Manufactured Products Release 4	FWP30516 Certificate III in Timber Manufactured Products Release 3	Updated to include revised FWP elective units New elective units added	Equivalent

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Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWP30620 Certificate III in Timber Building Products Supply

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 6.0.

Qualification Description

This qualification reflects the role of people who undertake activities related to timber warehousing, transport and distribution and customer sales in the timber wholesales, hardware and timber supply and/or timber manufacturing sectors.

Individuals with this qualification apply a broad range of specialised skills and knowledge in varied contexts that involve processing orders and controlling stocks, transporting products, engaging with and selling to customers , and finding solutions to routine problems as they arise. They also take responsibility for their own organisation and outputs at the workplace.

This qualification has several employment pathways for typical operational environments and job roles in the timber building products supply sector:

- Timber Yard / Warehouse Assistant
- Timber Yard Operator
- Warehouse Store Person
- Warehouse Pick & Pack Staff
- Forklift Driver
- Warehouse and Logistics Coordinator
- Transport & Dispatch Coordinator
- Delivery Person
- Counter Sales Officer
- Customer Service Officer
- Sales Representative.

This qualification enables specialisations in:

- Warehousing,
- Logistics, or
- Customer Sales.

Some imported units in the elective bank are subject to licensing, legislative/regulatory/certification requirements. These units must be implemented in line with the requirements outlined in the unit’s parent Training Package.

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Entry Requirements

There are no entry requirements for this qualification.

Packaging Rules

To achieve this qualification, competency must be demonstrated in:

- 13 units of competency:
  - 3 core units plus
  - 10 elective units.

Elective units must ensure the integrity of the qualification's Australian Qualification Framework (AQF) alignment and contribute to a valid, industry-supported vocational outcome.

For the award of the *FWP30620 Certificate III in Timber Building Products Supply, t*he electives are to be chosen as follows:

- at least 8 units from the electives listed below in Groups A - G
- up to 2 units from any currently endorsed Training Package or accredited course.

Where appropriate, electives may be packaged to provide a qualification with a specialisation.

Packaging for Specialisations

For the award of the *FWP30620 Certificate III in Timber Building Products Supply (Warehousing)*

- at least 5 units must be selected from Group A

For the award of the *FWP306220 Certificate III in Timber Building Products Supply (Logistics)*

- at least 5 units must be selected from Group B

For the award of the *FWP30620 Certificate III in Timber Building Products Supply (Customer Sales)*

- at least 5 units must be selected from Group C.

Core Units

BSBXTW301	Work in a team
FWPCOR3201	Implement safety, health and environment policies and procedures
FWPCOT3302	Access and provide timber and wood product information

Elective Units

Group A: Warehouse/yard operations

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FWPCOT2202	Rack material
FWPCOT2231	Pack products
FWPCOT2234	Dock material to length
FWPCOT2255	Store materials
FWPCOT2259	Cut materials with a hand-held chainsaw
FWPCOT2261	Process orders and prepare for despatch
FWPCOT2263	Cross cut materials with a fixed saw
TLIA2012	Pick and process orders
TLIA2020	Replenish stock
TLID1001	Shift materials safely using manual handling methods
TLIX0013X	Maintain stock control and receivals

Group B: Dispatch, loading & unloading, transport

TLIA0004	Complete receival and despatch documentation
TLIA2021	Despatch stock
TLID2004	Load and unload goods/cargo
TLIF0009	Ensure the safety of transport activities (Chain of Responsibility)
TLILIC0002	Licence to operate a vehicle loading crane (capacity 10 metre tonnes and above)
TLILIC0003	Licence to operate a forklift truck
TLILIC2014	Licence to drive a light rigid vehicle
TLILIC2015	Licence to drive a medium rigid vehicle

Group C: Customer sales and relationship

BSBOPS202	Engage with customers

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BSBOPS304	Deliver and monitor a service to customers
BSBOPS305	Process customer complaints
CPPCMN4008	Read plans, drawings and specifications for residential buildings
FWPCOT3304	Take off material quantities
FWPCOT3305	Interpret and quote from manufactured timber product plans
SIRRRTF001	Balance and secure point-of-sale terminal
SIRXCEG003	Build customer relationships and loyalty
SIRXCEG005	Maintain business to business relationships
SIRXSLS001	Sell to the retail customer

Group D: Inventory / stock control

FWPCOT4211	Monitor stock control procedures
SIRRINV001	Receive and handle retail stock
TLIX0013X	Maintain stock control and receivals

Group E: Timber product knowledge

FWPCOR3204	Visually assess materials
FWPCOT3310	Prepare timber or related products to meet import/export compliance requirements
FWPCOT4210	Provide specialised timber product solutions

Group F: Digital systems

BSBTEC201	Use business software applications
SIRWSLS001	Process product and service data
TLIX0004X	Administer inventory systems

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Group G: Other general

BSBOPS402	Coordinate business operational plans

Qualification Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FWP30620 Certificate III in Timber Building Products Supply	FWP30616 Certificate III in Timber Merchandising	Titled changed to reflect industry focus Number of units, core and elective units changed	Not Equivalent

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWP30920 Certificate III in Timber Frame or Truss Manufacture

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 6.0.

Qualification Description

This qualification reflects the role of fabricators or manufacturers of timber wall frames or roof and or floor trusses in the timber truss and frame industry. In these roles they are required to communicate and work in teams within the fabrication workplace and safely use specialist equipment to cut timber and assemble wall frames and/or floor or roof trusses.

These individuals apply a broad range of skills and knowledge in varied contexts that involve operating equipment and following established manufacturing processes, finding solutions to routine problems as they arise. They are expected to take responsibility for their own outputs at the workplace.

No licensing, legislative or certification requirements apply to this qualification at the time of publication.

Entry Requirements

There are no entry requirements for this qualification

Packaging Rules

To achieve this qualification, competency must be demonstrated in:

- 13 units of competency:
  - 3 core units plus
  - 10 elective units.

Elective units must ensure the integrity of the qualification's Australian Qualification Framework (AQF) alignment and contribute to a valid, industry-supported vocational outcome. The electives are to be chosen as follows:

- at least three units must be selected from Group A
- at least one unit must be selected from Group B
- remaining elective units can be selected from Group A, Group B or Group C and can include up to two units from any currently endorsed Training Package or accredited course.

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Core Units

FWPCOT2257	Use hand-held tools
FWPTMM3213	Read and interpret timber truss or wall frame fabrication plans
FWPCOT3226	Assess timber for manufacturing potential

Elective Units

Group A

BSBXTW301	Work in a team
FWPCOR2202	Communicate and interact effectively in the workplace
FWPCOR2205	Follow WHS policies and procedures
FWPCOR3202	Conduct quality and product care procedures
TLID1001	Shift materials safely using manual handling methods

Group B

FWPCOT3308	Assemble timber wall frames
FWPCOT3309	Assemble timber roof trusses
FWPTMM3214	Assemble timber floor trusses

Group C

BSBINS201	Process and maintain workplace information
CPCCOM1015	Carry out measurements and calculations
FWPCOT2206	Stack and bind material
FWPCOT2234	Dock material to length
FWPCOT2255	Store materials

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FWPCOT3234	Cut material using CNC sizing machines
FWPTMM2205	Cut material to length and angles
MSMPCI102	Apply effective work practices
MSMSUP390	Use structured problem-solving tools
TLID2010	Operate a forklift

Qualification Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
FWP30920 Certificate III in Timber Truss or Frame Manufacture	FWP30916 Certificate III in Timber Truss and Frame Design and Manufacture	Titled changed to reflect manufacturing focus Number of units, core and elective units changed	Not Equivalent

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWP31019 Certificate III in Saw Technology

Modification History

Release	Comments
Release 2	This version released with FWP Forest and Wood Products Training Package Version 6.0.
Release 1	This version released with FWP Forest and Wood Products Training Package Version 5.0

Qualification Description

This qualification reflects the job role of Saw Technicians who service, maintain and align saw blades, knives and guides for timber sawmilling machines and other applications. Saw Technicians may also inspect, test, maintain and troubleshoot mechanical components on sawing machine centres to achieve sawing production rates and product tolerances.

The elective groups and units of competency within this qualification can provide Saw Technicians with two pathway options. Saw Technicians can use the qualification to develop skills in performing general saw servicing operations or develop skills in saw maintenance engineering roles.

No licensing, legislative or certification requirements apply to this qualification at the time of publication.

Entry Requirements

There are no entry requirements for this qualification.

Packaging Rules

To achieve this qualification, competency must be demonstrated in:

- 26 units of competency:
  - 7 core units plus
  - 19 elective units.

Elective units must ensure the integrity of the qualification's Australian Qualification Framework (AQF) alignment and contribute to a valid, industry-supported vocational outcome. The electives are to be chosen as follows:

- All 4 units from either Group A or Group B
- A minimum of 8 units from Group C

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- Remaining 7 units from Group C and/or Group D
- Up to 2 units from any currently endorsed Training Package or accredited course.

Elective units must be relevant to work undertaken in the sawmilling and processing sector of the industry.

Core Units

BSBFLM312	Contribute to team effectiveness
FWPCOT3279	Assess and maintain saw technology tools
FWPCOT3283	Sharpen and position blades or knives in chipper, canter and reducer
FWPCOT3286	Identify levelling and tensioning requirements for saw blades
FWPCOT3290	Apply knowledge of timber properties, sawmill operations and sawmilling equipment
FWPSAW3247	Replace tungsten tips
FWPSAW3251	Apply principles of blade design to sawing procedures

Elective Units

An asterisk (*) next to the unit code indicates that there are prerequisite requirements which must be met when packaging the qualification. Please refer to the Prerequisite requirements table for details.

Group A – General electives (service operations)

FWPCOR2201	Work effectively in the forest and forest products industry
FWPCOR2202	Communicate and interact effectively in the workplace
FWPCOR3201	Implement safety, health and environment policies and procedures
FWPCOT3303	Prepare sketches and drawings

Group B – General electives (maintenance engineering)

MEM09002*	Interpret technical drawing

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MEM13015	Work safely and effectively in manufacturing and engineering
MEM14006*	Plan work activities
MEM16006*	Organise and communicate information

Group C – Saw technology (service operations)

Servicing saw blades and guides

FWPCOT3280	Replace saw blades, knives and guides
FWPCOT3282	Assess and maintain saw blade and sawing machine performance
FWPCOT3287	Operate CNC equipment for grinding, tensioning and levelling saw blades
FWPCOT3294	Swage and shape saw blades
FWPSAW3232	Sharpen band saw blades
FWPSAW3233	Sharpen circular saw blades
FWPSAW3235	Recondition saw guides
FWPSAW3236	Sharpen tipped circular saw blades
FWPSAW3237	Level and tension circular saw blades
FWPSAW3238	Replace Stellite tips
FWPSAW3239	Assess and maintain wide band saw blades

Servicing cutters for timber processing

FWPCOT3276	Sharpen cutters using a straight knife grinder
FWPCOT3277	Sharpen cutters in head using a profile knife grinder
FWPCOT3278	Sharpen cutters in head using a straight knife grinder
FWPCOT3281	Manufacture profile cutters
FWPCOT3295	Assess and maintain cutter performance

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FWPCOT3298	Produce templates

Servicing sawing machine

FWPSAW3240	Assess and maintain band saw wheels
FWPSAW3244	Align sawing production systems

Other services

FWPCOT2245	Operate and maintain a table saw
FWPCOT3271	Hand sharpen knives and blades for commercial and domestic cutting services
FWPSAW3234	File and set saw blades for hand saws and circular saws

Group D – Saw technology (maintenance engineering)

Mechanical maintenance

MEM11011*	Undertake manual handling
MEM12023*	Perform engineering measurements
MEM12024*	Perform computations
MEM18001*	Use hand tools
MEM18002*	Use power tools/hand held operations
MEM18055*	Dismantle, replace and assemble engineering components

Welding

FWPSAW3245	Join band saw blades
MEM05006*	Perform brazing and/or silver soldering
MEM05049*	Perform routine gas tungsten arc welding
MEM05050*	Perform routine gas metal arc welding

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Quality processes

FWPCOT3263	Maintain and contribute to energy efficiency
FWPCOT3285	Apply knowledge of wood technology principles to end use applications
FWPCOT3291	Apply principles of timber and process optimisation in sawmill operations
MSMSUP390	Use structured problem-solving tools
MSS402040	Apply 5S procedures
MSS404054	Apply statistics to operational processes

Prerequisite requirements

Units listed in the Prerequisite requirement column that have their own prerequisite requirements are shown with an asterisk (*)

Unit of competency	**Prerequisite requirement**
MEM05006 Perform brazing and/or silver soldering	MEM11011 Undertake manual handling* MEM13015 Work safely and effectively in manufacturing and engineering MEM16006 Organise and communicate information*
MEM05049 Perform routine gas tungsten arc welding	MEM11011 Undertake manual handling* MEM13015 Work safely and effectively in manufacturing and engineering MEM16006 Organise and communicate information*
MEM05050 Perform routine gas metal arc welding	MEM11011 Undertake manual handling* MEM13015 Work safely and effectively in manufacturing and engineering MEM16006 Organise and communicate information*
MEM09002 Interpret technical drawing	MEM12023 Perform engineering measurements* MEM12024 Perform computations* MEM13015 Work safely and effectively in manufacturing and engineering MEM16006 Organise and communicate information*

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MEM11011 Undertake manual handling	MEM13015 Work safely and effectively in manufacturing and engineering MEM16006 Organise and communicate information*
MEM12023 Perform engineering measurements	MEM13015 Work safely and effectively in manufacturing and engineering MEM16006 Organise and communicate information*
MEM12024 Perform computations	MEM13015 Work safely and effectively in manufacturing and engineering MEM16006 Organise and communicate information*
MEM14006 Plan work activities	MEM13015 Work safely and effectively in manufacturing and engineering MEM16006 Organise and communicate information*
MEM16006 Organise and communicate information	MEM13015 Work safely and effectively in manufacturing and engineering
MEM18001 Use hand tools	MEM11011 Undertake manual handling MEM13015 Work safely and effectively in manufacturing and engineering MEM16006 Organise and communicate information*
MEM18002 Use power tools/hand held operations	MEM11011 Undertake manual handling MEM13015 Work safely and effectively in manufacturing and engineering MEM16006 Organise and communicate information*
MEM18055 Dismantle, replace and assemble engineering components	MEM09002 Interpret technical drawing* MEM11011 Undertake manual handling* MEM12023 Perform engineering measurements* MEM13015 Work safely and effectively in manufacturing and engineering MEM16006 Organise and communicate information* MEM18001 Use hand tools* MEM18002 Use power tools/hand held operations*

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Qualification Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FWP31019 Certificate III in Saw Technology Release 2	FWP31019 Certificate III in Saw Technology Release 1	Updated to include revised elective unit	Equivalent

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWP31220 Certificate III in Timber Systems Design

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 6.0.

Qualification Description

This qualification reflects the role of people who work as timber systems designers or estimators in the timber truss and frame industry. In these roles they are required to create drawings and produce estimates of material quantities and costs for timber frames or trusses from architectural plans and drawings and communicate effectively with customers and colleagues.

No licensing, legislative or certification requirements apply to this qualification at the time of publication.

Entry Requirements

There are no entry requirements for this qualification.

Packaging Rules

To achieve this qualification, competency must be demonstrated in:

- 13 units of competency:
  - 3 core units plus
  - 10 elective units.

Elective units must ensure the integrity of the qualification's Australian Qualification Framework (AQF) alignment and contribute to a valid, industry-supported vocational outcome. The electives are to be chosen as follows:

- at least four units must be selected from Group A
- remaining elective units may be selected from Group A or Group B and up to two units may be selected from any currently endorsed Training Package or accredited course.

Core Units

FWPCOT3303	Prepare sketches and drawings

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FWPCOT3304	Take off material quantities
FWPTMM3215	Work effectively in the timber systems design industry

Elective Units

Group A

BSBXTW301	Work in a team
CPPCMN4008	Read plans, drawings and specifications for residential buildings
FWPCOR2202	Communicate and interact effectively in the workplace
FWPCOR2205	Follow WHS policies and procedures
FWPCOT3305	Interpret and quote from manufactured timber product plans
FWPCOT3307	Create drawings using computer aided design software

Group B

BSBINS302	Organise workplace information
BSBOPS304	Deliver and monitor a service to customers
BSBTEC201	Use business software applications
CPCCOM1015	Carry out measurements and calculations
FSKLRG011	Use routine strategies for work-related learning
FWPCOT2241	Apply wood and timber knowledge
MSMSUP200	Achieve work outcomes
MSMSUP390	Use structured problem-solving tools

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Qualification Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FWP31220 Certificate III in Timber Systems Design	FWP30916 Certificate III in Timber Truss and Frame Design and Manufacture	Title change to reflect specific outcome of timber system design Changes to core and listed elective units	Not Equivalent

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWP31119 Certificate III in Wood Machining

Modification History

Release	Comments
Release 2	This version released with FWP Forest and Wood Products Training Package Version 6.0.
Release 1	This version released with FWP Forest and Wood Products Training Package Version 5.0

Qualification Description

This qualification reflects the job role of Wood Machinists who work in a sawmill or other timber processing environment and set up, operate and maintain machines such as large automated planers/moulders and saws to cut, plane and profile timber to specifications. This involves interpreting work orders to establish job requirements, selecting and setting up knives and cutters to machinery, aligning knives, operating machines to cut, plane and profile timber, and cleaning and maintaining machines and equipment.

No licensing, legislative or certification requirements apply to this qualification at the time of publication.

Entry Requirements

There are no entry requirements for this qualification.

Packaging Rules

To achieve this qualification, competency must be demonstrated in:

- 27 units of competency:
  - 8 core units plus
  - 19 elective units.

Elective units must ensure the integrity of the qualification's Australian Qualification Framework (AQF) alignment and contribute to a valid, industry-supported vocational outcome. The electives are to be chosen as follows:

- A minimum of 8 units from Group A
- A minimum of 4 units from Group B
- Remaining 7 units from Group A, B, C and/or D
- Up to 2 units from any currently endorsed Training Package or accredited course.

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Elective units must be relevant to work undertaken in the sawmilling and processing sector of the industry.

Core Units

BSBFLM312	Contribute to team effectiveness
FWPCOR2201	Work effectively in the forest and forest products industry
FWPCOR2202	Communicate and interact effectively in the workplace
FWPCOR3201	Implement safety, health and environment policies and procedures
FWPCOR3202	Conduct quality and product care procedures
FWPCOT2219	Use hand-held tools
FWPCOT3204	Prepare and interpret sketches and drawings
FWPCOT3290	Apply knowledge of timber properties, sawmill operations and sawmilling equipment

Elective Units

An asterisk (*) next to the unit code indicates that there are prerequisite requirements which must be met when packaging the qualification. Please refer to the Prerequisite requirements table for details.

Group A – Operating timber processing machines

FWPCOT2244	Operate and maintain a thicknesser
FWPCOT2245	Operate and maintain a table saw
FWPCOT3235	Machine material using CNC machining and processing centres
FWPCOT3272	Set up and run multi-head moulder/planer to produce simple profiles
FWPCOT3273	Set up and run multi-head moulder to produce complex profiles

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FWPCOT3274	Cut timber products using high-speed optimiser
FWPCOT3275	Set up, operate and maintain end matching machines
FWPCOT3288	Set up, operate and maintain finger jointing machines
FWPCOT3289	Load and prove operating program for CNC machine
FWPSAW3241	Set up and operate production saws used in sawmill operations
MSFFM3012	Set up, operate and maintain sawing machines
MSFFM3017	Set up, operate and maintain routing and shaping machines

Group B – Grinding and maintaining cutting tools

FWPCOT3271	Hand sharpen knives and blades for commercial and domestic cutting services
FWPCOT3276	Sharpen cutters using a straight knife grinder
FWPCOT3277	Sharpen cutters in head using a profile knife grinder
FWPCOT3278	Sharpen cutters in head using a straight knife grinder
FWPCOT3280	Replace saw blades, knives and guides
FWPCOT3281	Manufacture profile cutters
FWPCOT3283	Sharpen and position blades or knives in chipper, canter and reducer
FWPCOT3286	Identify levelling and tensioning requirements for saw blades
FWPCOT3295	Assess and maintain cutter performance

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FWPCOT3298	Produce templates
FWPSAW3233	Sharpen circular saw blades
FWPSAW3237	Level and tension circular saw blades
FWPSAW3247	Replace tungsten tips
FWPSAW3251	Apply principles of blade design to sawing procedures

Group C – Grading and testing timber

FWPCOT2246	Appearance grade hardwood sawn and milled products
FWPCOT2247	Appearance grade softwood sawn and milled products
FWPCOT2248	Appearance grade cypress sawn and milled products
FWPCOT2249	Visually stress grade hardwood
FWPCOT2250	Visually stress grade softwood
FWPCOT2251	Visually stress grade cypress
FWPCOT3285	Apply knowledge of wood technology principles to end use applications
FWPCOT3292	Calibrate and maintain scanning equipment used in sawmilling operations
FWPCOT3293	Use scanning equipment for timber grading
FWPCOT3296	Mechanically stress grade timber

Group D – General electives

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FWPCOT2243	Tail out timber product and waste material
FWPCOT3304	Take off material quantities
FWPCOT3307	Create drawings using computer aided design software
FWPCOT3263	Maintain and contribute to energy efficiency
FWPCOT3291	Apply principles of timber and process optimisation in sawmill operations
FWPTMM4204	Sample and test products to specifications
MSMSUP390	Use structured problem-solving tools
MSS402040	Apply 5S procedures
MSS404054	Apply statistics to operational processes

Qualification Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
FWP31119 Certificate III in Wood Machining Release 2	FWP31119 Certificate III in Wood Machining Release 1	Updated to include revised elective units	Equivalent

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWP40116 Certificate IV in Forest Operations

Modification History

Release	Comments
Release 2	This version released with FWP Forest and Wood Products Training Package Version 6.0.
Release 1	This version released with FWP Forest and Wood Products Training Package Version 2.0.

Qualification Description

This qualification is designed for job roles in the forest operations sector of the forest and forest products industry.

Job roles

This qualification has eight employment pathways for typical forest operations environments. These are:

- Arboriculture Supervisor
- Farm Forestry Supervisor
- Forestry Supervisor
- Forestry Operations Supervisor
- Harvesting Supervisor
- Harvesting Team Leader
- Propagation and Stand Health Supervisor
- Tree Farm Supervisor

Licensing, legislative, regulatory, or certification requirements may apply to units in this qualification in some states & territories at the time of publication and may differ according to jurisdiction.

Some imported units in the elective bank may be subject to licensing, legislative, regulatory, or certification requirements. These units must be implemented in line with the licensing requirements outlined in the unit's parent Training Package.

Entry Requirements

There are no entry requirements for this qualification.

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Packaging Rules

To achieve this qualification, competency must be demonstrated in:

- 14 units of competency:
  - 5 core units plus
  - 9 elective units.

Elective units must ensure the integrity of the qualification's Australian Qualification Framework (AQF) alignment and contribute to a valid, industry-supported vocational outcome. The electives are to be chosen as follows:

- 2 units from Group A
- 7 units from Group A and/or Group B, the total of which can include up to 2 units recommended for packaging at Certificate III, IV or Diploma level from this or any other endorsed Training Package or state/territory accredited course.

Elective units must be relevant to work undertaken in the forest operations sector of the industry.

Core Units

BSBLED401	Develop teams and individuals
FWPCOR3203	Evaluate fire potential and prevention
FWPCOR4201	Monitor safety, health and environment policies and procedures
FWPCOR4202	Monitor and review forestry operations
FWPCOR4203	Monitor quality and product care procedures

Elective Units

An asterisk (*) next to the unit code indicates that there are prerequisite requirements which must be met when packaging the qualification. Please refer to the Prerequisite requirements table for details.

Group A

Fire Control

PUAFIR506*	Conduct complex prescribed burns
PUAFIR515*	Develop complex prescribed burn plans

Breeding & Propagation

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AHCNSY402	Plan a propagation program

Site Establishment & Maintenance

AHCNAR402	Plan the implementation of revegetation works
AHCILM401	Protect places of cultural significance02
FWPFGM4201	Implement a forest establishment plan
FWPFGM4207	Conduct a forest site assessment
FWPFGM4208	Plan a quarry
FWPFGM4209	Interpret and use aerial photographs for forest management
PSPGEN062	Collect statistical data

Tree Growing & Maintenance

AHCCHM405	Plan and implement a chemical use program
AHCPMG507	Develop a regional pest management plan
FWPFGM4202	Manage stand health
FWPFGM4203	Design plantations
FWPFGM4204	Conduct a pests and diseases assessment
FWPFGM4205	Monitor regeneration rates
FWPFGM4206	Conduct a wood volume and yield assessment

Harvesting Operations

FWPHAR4201	Apply tree jacking techniques
FWPHAR4202	Coordinate log recovery (hook tender)
FWPHAR4203	Design log landings and snig tracks
FWPHAR4204	Plan and coordinate fire salvage operations

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FWPHAR4205	Implement harvesting plans

Machinery & Equipment

AHCMOM402	Supervise maintenance of property, machinery and equipment

Group B

Safety & Quality Processes

BSBOPS403	Apply business risk management processes
BSBSTR402	Implement continuous improvement
HLTAID011	Provide First Aid
HLTAID014	Provide advanced First Aid
HLTAID016	Manage first aid services and resources
MSS015011	Conduct a sustainability energy audit
MSS405088	Plan, implement and monitor energy management
PUALAW002	Conduct initial investigation at incident scene
TLIF0012	Implement and coordinate accident-emergency procedures

Administration & Business

BSBINS402	Coordinate workplace information systems
BSBPMG427	Apply project procurement procedures
BSBTEC403	Apply digital solutions to work processes
BSBWRT411	Write complex documents
FWPFGM4210	Prepare a tender
TLIR4002	Source goods/services and evaluate contractors

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Communication & Relationships

BSBLDR413	Lead effective workplace relationships
BSBLDR414	Lead team effectiveness
BSBOPS404	Implement customer service strategies
PUACOM012	Liaise with media at a local level
SITTPPD002	Develop interpretive activities

Training & Assessment

BSBCMM411	Make presentations
TAEASS401	Plan assessment activities and processes
TAEASS402	Assess competence
TAEASS403	Participate in assessment validation
TAEDEL301	Provide work skill instruction
TAEDEL401	Plan, organise and deliver group-based learning
TAEDES401	Design and develop learning programs
TAEDES402	Use training packages and accredited courses to meet client needs

Planning & Analysis

BSBESB401	Research and develop business plans
BSBINS401	Analyse and present research information
BSBOPS402	Coordinate business operational plans
BSBPEF301	Organise personal work priorities

Prerequisite requirements

Units listed in the *Prerequisite requirement* column that have their own prerequisite requirements are shown with an asterisk (*)

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Unit of competency	Prerequisite requirement
PUAFIR204 Respond to wildfire	PUAFIR210 Prevent injury
PUAFIR303 Suppress wildfire	PUAFIR204 Respond to wildfire*
PUAFIR506 Conduct complex prescribed burns	PUAFIR303 Suppress wildfire*
PUAFIR515 Develop complex prescribed burn plans	PUAFIR303 Suppress wildfire*

Qualification Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FWP40116 Certificate IV in Forest Operations Release 2	FWP40116 Certificate IV in Forest Operations Release 1	Updated to include revised units and amend superseded and deleted imported units	Equivalent

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWP40216 Certificate IV in Timber Processing

Modification History

Release	Comments
Release 4	This version released with FWP Forest and Wood Products Training Package Version 6.0.
Release 3	This version released with FWP Forest and Wood Products Training Package Version 5.0.
Release 2	This version released with FWP Forest and Wood Products Training Package Version 4.0.
Release 1	This version released with FWP Forest and Wood Products Training Package Version 2.0.

Qualification Description

This qualification is designed for job roles in the timber processing and production sector of the forest and forest products industry.

Job roles

This qualification has eight employment pathways for typical forest operations environments. These are:

- Customer Service Manager (Wholesale)
- Sawmill Supervisor
- Production Supervisor
- Treatment Plant Supervisor
- Timber Advisor Supervisor
- Timber Manufacturing Supervisor
- Timber Supervisor (Wholesale)
- Optimisation Manager

Licensing, legislative, regulatory, or certification requirements may apply to units in this qualification in some states and territories at the time of publication and may differ according to jurisdiction.

Some imported units in the elective bank may be subject to licensing, legislative, regulatory, or certification requirements. These units must be implemented in line with the licensing requirements outlined in the unit's parent Training Package.

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Entry Requirements

There are no entry requirements for this qualification.

Packaging Rules

To achieve this qualification, competency must be demonstrated in:

- 14 units of competency:
  - 3 core units plus
  - 11 elective units.

Elective units must ensure the integrity of the qualification's Australian Qualification Framework (AQF) alignment and contribute to a valid, industry-supported vocational outcome. The electives are to be chosen as follows:

- 3 units from Group A
- 8 units from Group A and/or Group B, the total of which can include up to 2 units recommended for packaging at Certificate III, IV or Diploma level from this or any other endorsed Training Package or state/territory accredited course.

Elective units must be relevant to work undertaken in the timber processing and production sectors of the industry, including sawmilling and processing, wood panel products, timber manufactured products and timber merchandising.

Core Units

BSBLED401	Develop teams and individuals
FWPCOR4201	Monitor safety, health and environment policies and procedures
FWPCOR4203	Monitor quality and product care procedures

Elective Units

An asterisk (*) next to the unit code indicates that there are prerequisite requirements which must be met when packaging the qualification. Please refer to the Prerequisite requirements table for details.

Logyard and/or Material Preparation

FWPCOT4205	Coordinate log debarking operations

Sawing Operations

FWPSAW4202	Plan and monitor saw log operations

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FWPSAW4205	Plan and monitor timber conversion

Sawdoctoring

FWPCOT3282	Assess and maintain saw blade and sawing machine performance
FWPCOT3295	Assess and maintain cutter performance

Timber Treatment & Drying

FWPCOT4206	Plan and coordinate boiler operations
FWPCOT4207	Plan and coordinate heat plant operations
FWPSAW4201	Plan and monitor timber treatment plant operations
FWPSAW4203	Coordinate timber drying operations

Grading and Testing

FWPTMM4204	Sample and test products to specifications
FWPWPP4202	Perform laboratory testing
PSPGEN062	Collect statistical data

Board & Veneer Production

FWPWPP4203	Plan and coordinate engineered wood panel production

Trusses & Frames

FWPCOT4201	Produce complex truss and frame plans and details using computers
FWPCOT4209	Design timber structures

Timber Products

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FWPCOT4203	Plan and coordinate product assembly
FWPCOT4211	Monitor stock control procedures
FWPTMM4203	Install and commission CNC software
FWPTMM4208	Construct prototypes and samples for timber structures
FWPTMM4212	Calculate production costs
FWPTMM5209	Determine prefabricated timber building systems designs for compliance, manufacture and installation
FWPTMM5210	Verify compliance and conformance of prefabricated timber building systems during manufacture

Retail

SIRRINV002	Control stock
SIRRMER003	Coordinate visual merchandising activities
SIRXSLS003	Achieve sales results
SITXCCS008	Develop and manage quality customer service practices
TLIR4002	Source goods/services and evaluate contractors

Machinery and Equipment

AHCMOM402	Supervise maintenance of property, machinery and equipment
TLIC4006	Drive multi-combination vehicle

Competitive Manufacturing

MSS403001	Review competitive systems and practices
MSS403010	Facilitate change in an organisation implementing competitive systems and practices

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Group B

Load Handling

FWPCOT4204	Schedule and coordinate load shifting
TLID4032	Plan and conduct specialised lift

Safety & Quality Processes

BSBOPS403	Apply business risk management processes
BSBSTR402	Implement continuous improvement
FWPSAW4206	Monitor output timber for optimum volume and value recovery
FWPSAW4207	Optimise timber production for volume and value recovery
HLTAID014	Provide Advanced First Aid
HLTAID016	Manage first aid services and resources
MSS015011	Conduct a sustainability energy audit
MSS405088	Plan, implement and monitor energy management
TLIF0012	Implement and coordinate accident-emergency procedures

Administration & Business

BSBESB407	Manage finances for new business ventures
BSBINS402	Coordinate workplace information systems
BSBLDR413	Lead effective workplace relationships
BSBLDR414	Lead team effectiveness
BSBOPS404	Implement customer service strategies
BSBPMG427	Apply project procurement procedures
BSBTEC403	Apply digital solutions to work processes

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BSBWRT411	Write complex documents
LGACOM409A	Prepare tender documentation

Training & Assessment

BSBCMM411	Make presentations
TAEASS401	Plan assessment activities and processes
TAEASS402	Assess competence
TAEASS403	Participate in assessment validation
TAEDEL301	Provide work skill instruction
TAEDEL401	Plan, organise and deliver group-based learning
TAEDEL402	Plan, organise and facilitate learning in the workplace
TAEDES401	Design and develop learning programs
TAEDES402	Use training packages and accredited courses to meet client needs

Planning and Analysis

BSBESB401	Research and develop business plans
BSBINS401	Analyse and present research information
BSBOPS402	Coordinate business operational plans
BSBPEF301	Organise personal work priorities
MEM30021A	Prepare a simple production schedule
MSMSUP390	Use structured problem-solving tools
MSS402040	Apply 5S procedures

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Qualification Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FWP40216 Certificate IV in Timber Processing Release 4	FWP40216 Certificate IV in Timber Processing Release 3	Updated to include revised units Additional electives added	Equivalent

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWP40420 Certificate IV in Timber Systems Design

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 6.0.

Qualification Description

This qualification reflects the role of people who work as timber systems designers, estimators or detailers in the timber truss and frame industry. In these roles they are required to read architectural plans to calculate material quantities and costs, and produce building code compliant timber system wall and/or truss fabrication plans and documents.

No licensing, legislative or certification requirements apply to this qualification at the time of publication.

Entry Requirements

There are no entry requirements for this qualification.

Packaging Rules

To achieve this qualification, competency must be demonstrated in:

- 15 units of competency:
  - 6 core units plus
  - 9 elective units.

Elective units must ensure the integrity of the qualification's Australian Qualification Framework (AQF) alignment and contribute to a valid, industry-supported vocational outcome. The electives are to be chosen as follows:

- at least five units must be selected from Group A
- remaining elective units may be selected from Group A or Group B and up to two units may be selected from any currently endorsed Training Package or accredited course.

Core Units

BSBXTW301	Work in a team
CPPCMN4008	Read plans, drawings and specifications for residential

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	buildings
FWPCOT3303	Prepare sketches and drawings
FWPCOT3304	Take off material quantities
FWPCOT3305	Interpret and quote from manufactured timber product plans
FWPTMM3215	Work effectively in the timber systems design industry

Elective Units

Group A

CPCCBC4001	Apply building codes and standards to the construction process for Class 1 and 10 buildings
FWPCOT3219	Produce standard truss or frame plans and details using computers
FWPCOT4201	Produce complex truss and frame plans and details using computers
FWPCOT4209	Design timber structures
FWPTMM4209	Interpret details of timber roof trusses to inform design of plans and production documents
FWPTMM4210	Interpret details of timber floor systems to inform design of plans and production documents
FWPTMM4211	Interpret details of timber wall frames to inform design of plans and production documents

Group B

AHCWRK509	Provide specialist advice to clients
BSBOPS404	Implement customer service strategies
CPCCBC4024	Resolve business disputes
CPCCOM1015	Carry out measurements and calculations
FWPCOR2205	Follow WHS policies and procedures

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FWPCOT3307	Create drawings using computer aided design software
MSMSUP390	Use structured problem-solving tools
TAEDEL301	Provide work skill instruction
TLIJ3002	Apply quality systems

Qualification Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FWP40420 Certificate IV in Timber Systems Design	FWP40416 Certificate IV in Timber Truss and Frame Design	Retitled Removal of entry requirements Change to number of units for qualification outcome and core and elective units	Not Equivalent

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWP50116 Diploma of Forest and Forest Products

Modification History

Release	Comments
Release 3	This version released with FWP Forest and Wood Products Training Package Version 4.0.
Release 2	This version released with FWP Forest and Wood Products Training Package Version 3.0.
Release 1	This version released with FWP Forest and Wood Products Training Package Version 2.0.

Qualification Description

This qualification is designed for job roles in the forest and forest products industry.

Job roles

This qualification has twelve employment pathway for typical management environments of forest and forest products industries. These are:

- Arboriculture Manager
- Forest Manager
- Forestry Manager
- Harvesting Manager
- Nursery Manager
- Plantation Establishment Manager
- Plantation Manager
- Production Manager
- Sawmill Manager
- Timber Advisory Manager
- Timber Manufacturing Manager
- Tree Farm Manager

Licensing, legislative, regulatory, or certification requirements may apply to units in this qualification in some states & territories at the time of publication and may differ according to jurisdiction.

Some imported units in the elective bank may be subject to licensing, legislative, regulatory, or certification requirements. These units must be implemented in line with the licensing requirements outlined in the unit's parent Training Package.

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Entry Requirements

There are no entry requirements for this qualification.

Packaging Rules

To achieve this qualification, competency must be demonstrated in:

- 15 units of competency:
  - 6 core units plus
  - 9 elective units.

Elective units must ensure the integrity of the qualification's Australian Qualification Framework (AQF) alignment and contribute to a valid, industry-supported vocational outcome. The electives are to be chosen as follows:

- 5 units from Group A
- 4 units from Group A and /or Group B, the total of which may also include up to 2 units recommended for packaging at Certificate IV, Diploma or Advanced Diploma level from this or any other endorsed Training Package or state/territory accredited course.

Elective units must be relevant to work undertaken in the forest and wood products industry.

Core Units

BSBCUS501	Manage quality customer service
BSBMGT502	Manage people performance
BSBMGT516	Facilitate continuous improvement
BSBWHS503	Contribute to the systematic management of WHS risk
BSBWOR501	Manage personal work priorities and professional development
BSBWOR502	Lead and manage team effectiveness

Elective Units

An asterisk (*) next to the unit code indicates that there are prerequisite requirements which must be met when packaging the qualification. Please refer to the Prerequisite requirements table for details.

Group A

Fire Control

PUALAW001B	Protect and preserve incident scene

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PUAOPE016A *	Manage a multi-team sector
PUAFIR501B *	Conduct fire investigation and analysis activities
PUAFIR509B	Implement prevention strategies
PUAOPE007B *	Command agency personnel within a multi-agency emergency response

Breeding & Propagation

AHCPHT503	Manage a controlled growing environment
FWPFGM5212	Manage genetic resources
FWPFGM5215	Breed Trees

Site Establishment & Maintenance

AHCIRG503	Design irrigation, drainage and water treatment systems
AHCWAT502	Manage water systems
FWPFGM5201	Plan and manage an inventory program
FWPCOT5206	Implement forestry chain of custody certification system
FWPFGM5208	Manage road construction and maintenance
FWPFGM5214	Develop a native forest regeneration plan
FWPFGM5217	Promote plantations as a sustainable form of land use
LGAPLEM404A	Prepare and present geographic information systems data
LGAPLEM612B	Protect heritage and cultural assets

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Tree Growing & Maintenance

AHCPGD402	Plan a plant establishment program
AHCPMG507	Develop a regional pest management plan
AHCNSY401	Plan a growing-on program
AHCNSY402	Plan a propagation program
AHCWRK505	Manage trial and research material
FWPCOT5205	Develop biohazard contingency plans
FWPFGM5210	Manage tending operations in a native forest
FWPFGM5211	Coordinate stand nutrition
FWPFGM5213	Coordinate plantation tending operations
FWPFGM5216	Manage coupe planning

Harvesting

FWPCOT5209	Manage tree harvesting to minimise environmental impact
FWPHAR5201	Design harvesting plans

Timber Products & Processes

FWPCOT4201	Produce complex truss and frame plans and details using computers
FWPCOT4202	Design timber structures
FWPCOT4204	Schedule and coordinate load shifting
FWPCOT4205	Coordinate log debarking operations
FWPCOT4206	Plan and coordinate boiler operations

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FWPCOT4207	Plan and coordinate heat plant operations
FWPCOT5207	Implement sustainability in the workplace
FWPFGM5219	Undertake carbon stock sampling of forests and plantations
FWPSAW4201	Plan and monitor timber treatment plant operations
FWPSAW4202	Plan and monitor saw log operations
FWPSAW4203	Coordinate timber drying operations
FWPSAW4205	Plan and monitor timber conversion
FWPTMM4202	Diagnose and calculate production costs
FWPTMM4203	Install and commission CNC software
FWPTMM4204	Sample and test products to specifications
FWPTMM5202	Develop, trial and evaluate prototypes
FWPTMM5203	Generate and transfer complex computer-aided drawings and specifications
FWPTMM5205	Optimise CNC operations
FWPTMM5206	Plan production
FWPTMM5207	Assess timber product designs for feasibility
FWPTMM5208	Manage timber product design
FWPWPP4202	Perform laboratory testing
FWPWPP4203	Plan and coordinate engineered wood panel production

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Competitive Manufacturing

MSS405001	Develop competitive systems and practices for an organisation
MSS405004	Develop business plans in an organisation implementing competitive systems and practices

Group B

Machinery & Equipment

FWPCOT5203	Manage installation and commissioning of equipment
FWPCOT5204	Organise enterprise maintenance programs

Safety & Quality Processes

AHCCHM401	Develop procedures to minimise risks in the use of chemicals
BSBRSK501	Manage risk
BSBSUS501	Develop workplace policy and procedures for sustainability
FWPCOT5201	Implement sustainable forestry practices
PUAOPE016A *	Manage a multi-team sector
MSS015011	Conduct a sustainability energy audit
MSS405086	Develop sustainable energy practices

Administration & Business

BSBAUD501	Initiate a quality audit
BSBFIM501	Manage budgets and financial plans
BSBINM501	Manage an information or knowledge management system

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LGACOM401A	Administer contracts
LGACOM409A	Prepare tender documentation

Planning & Analysis

BSBINN502	Build and sustain an innovative work environment
BSBMGT517	Manage operational plan
BSBPMG522	Undertake project work
FWPCOT6209	Manage forest and wood products industry research
PSPGEN062	Collect statistical data

Training & Assessment

BSBLED501	Develop a workplace learning environment

Communication & Relationships

AHCBUS502	Market products and services
FWPCOT5202	Manage forestry information and interpretations programs
FWPCOT5208	Build and maintain community relationships
LGACOM502B	Devise and conduct community consultations

Prerequisite requirements

Units listed in the *Prerequisite requirement* column that have their own prerequisite requirements are shown with an asterisk (*)

Unit of competency	**Prerequisite requirement**
PUAFIR501B* Conduct fire investigation and analysis activities	PUALAW001B Protect and preserve incident scene

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PUAOPE007B Command agency personnel within a multi-agency emergency response	PUAOPE012A Control a Level 1 incident PUAOPE015A Conduct briefings and debriefings
PUAOPE016A Manage a multi-team sector	PUAFIR302B Suppress urban fire OR PUAFIR303B Suppress wildfire

Qualification Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FWP50116 Diploma of Forest and Forest Products Release 3	FWP50116 Diploma of Forest and Forest Products Release 2	Updated to include revised units and superseded and deleted imported units	Equivalent qualification

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWP60116 Advanced Diploma of Forest Industry Sustainability

Modification History

Release	Comments
Release 2	This version released with FWP Forest and Wood Products Training Package Version 4.0.
Release 1	This version released with FWP Forest and Wood Products Training Package Version 1.0.

Qualification Description

This qualification describes the skills and knowledge required to manage or lead innovative thinking and practice, collaboration and change management, as the forest and wood products industry responds to the challenges of carbon reduction, climate change and energy efficiency.

It caters for a range of employment pathways, which require skills in strategic planning, collaboration, systems thinking, project management and research and development.

Senior managers will focus on guiding and implementing projects and initiatives in a changing environment. Organisational leaders will emphasise greater thinking, planning and communication within partnerships, building the capacity to align with industries that stand to gain economic, social and environment benefits from using wood in products or processes.

A key focus of the qualification is the leadership and management of sustainable work and environmental practices and the sustainable use of resources. By building their capacity for innovative thinking, business leaders and managers will enable businesses to improve their competitiveness.

Vocational outcomes are available to organisational leaders; senior and general managers; forest, environmental or sustainability managers and planners; forestry, plantation and technical services managers; technical, value recovery and community liaison officers and forest auditors; designers.

Work involves the application of a significant range of theory, principles and complex techniques across a wide and often unpredictable variety of contexts involving both broad and highly technical job roles. Accountability and responsibility for self and others in achieving outcomes is involved.

This qualification is typically used to develop and integrate a breadth, depth and complexity of skills and knowledge for leading or managing highly specialised and technical work.

No licensing, legislative, regulatory, or certification requirements apply to units in this qualification at the time of publication.

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Entry Requirements

There are no entry requirements

Packaging Rules

To achieve this qualification, competency must be demonstrated in:

- 10 units of competency:
  - 2 core units plus
  - 8 elective units.

Elective units must ensure the integrity of the qualification's Australian Qualification Framework (AQF) alignment and contribute to a valid, industry-supported vocational outcome. The electives are to be chosen as follows:

Core Units

FWPCOR6201	Manage sustainability in the workplace
FWPCOR6202	Implement practices to maximise value from wood residues

Elective Units

Sustainable Industry Practices

FWPCOT5201	Implement sustainable forestry practices
FWPCOT5202	Manage forestry information and interpretations programs
FWPCOT5205	Develop biohazard contingency plans
FWPCOT5206	Implement forestry chain of custody certification system
FWPCOT5207	Implement sustainability in the workplace
FWPCOT5209	Manage tree harvesting to minimise environmental impact
FWPCOT6202	Develop and manage a forestry chain of custody certification process
FWPCOT6204	Use carbon accounting to estimate emissions
FWPCOT6205	Prepare an enterprise carbon management report
FWPCOT6207	Develop forest management systems and processes

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FWPCOT6210	Develop engineered wood products to meet energy efficient building design needs
FWPFGM5217	Promote plantations as a sustainable form of land use
FWPFGM5219	Undertake carbon stock sampling of forests and plantations
FWPFGM6201	Plan a biochar storage system for carbon capture and storage
FWPFGM6203	Manage sustainable tree inventory
MSS015022	Develop strategies for more sustainable use of resources
MSS015023	Design sustainable product or process

Leadership and Innovation

BSBINN501	Establish systems that support innovation
BSBINN502	Build and sustain an innovative work environment
BSBINN601	Lead and manage organisational change
BSBLDR803	Develop and cultivate collaborative partnerships and relationships
BSBMGT616	Develop and implement strategic plans
FWPCOT4208	Implement workplace sustainability practices
FWPCOT5207	Implement sustainability in the workplace
FWPCOT5208	Build and maintain community relationships
FWPCOT6201	Manage community engagement
FWPCOT6208	Manage innovative thinking and practice in the forest and wood products industry
FWPCOT6209	Manage forest and wood products industry research
FWPCOT8101	Lead forest and wood products industry innovative thinking and practice

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FWPCOT8102	Initiate and lead a forest and wood products industry innovation
MSS015023	Develop strategies for more sustainable use of resources

Administration and Business

BSBAUD501	Initiate a quality audit
BSBCMM402	Implement effective communication strategies
BSBCRT402	Collaborate in a creative process
BSBFIM501	Manage budgets and financial plans
BSBFIM801	Manage financial resources
BSBRES801	Initiate and lead applied research
BSBSUS501	Develop workplace policy and procedures for sustainability
ICTSUS804	Use ICT to improve sustainability outcomes
MSMENV672	Develop workplace policy and procedures for environmental sustainability
PSPPCY010	Manage policy implementation
PSPREG029	Manage and lead inspection and monitoring programs
TLIE4006	Collect, analyse and present workplace data and information

Qualification Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FWP60116 Advanced Diploma of Forest Industry Sustainability	FWP60116 Advanced Diploma of Forest Industry Sustainability Release 1	Updated to include revised units and superseded and deleted imported units	Equivalent qualification

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Code and title current version	Code and title previous version	Comments	Equivalence status
Release 2			

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPCOT2206 Stack and bind material

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to stack material, manually build packs and apply strapping and wrapping in a wood products processing setting.

The unit applies to sawmill workers, production workers or manufacturing assistants who undertake specified activities under the direction of more experienced workers.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Common Technical (COT)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for work	1.1 Determine job requirements from work order and confirm on-site timber stack plan, seeking clarification from appropriate person where required 1.2 Confirm safety requirements for the task according to workplace safety procedures 1.3 Identify and control hazards according to workplace safety procedures to ensure safety of self and others and avoid loss of

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	materials 1.4 Inspect and check the type, quantity and quality of material to be packed for grading and labelling 1.5 Select, fit and use appropriate personal protective equipment (PPE) 1.6 Select and use appropriate methods of communication to ensure on-site safety and product quality
2. Build packs manually	2.1 Check labelled material tallies against delivery or job description requirements 2.2 Select appropriate bearers to create sufficient space for mechanical lifting equipment 2.3 Build stacks and restrain timber according to workplace safety procedures 2.4 Place specified spacing sticks and protective strips squarely, evenly and consistently throughout the stacks 2.5 Manage maximum height, width and length of stacks according to workplace safety requirements 2.6 Dispose of faulty material and bearers according to workplace environmental requirements 2.7 Label finished packs according to workplace procedures
3. Strap and wrap packs	3.1 Strap and wrap finished packs according to workplace requirements 3.2 Avoid wastage of strapping and packaging materials, and maximise use of recycled materials 3.3 Tighten straps to prevent component slippage, strap breakage and damage to materials 3.4 Dispose of excess packing material according to workplace and environmental requirements 3.5 Record and report production problems, outcomes and equipment faults to appropriate person

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Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Oral communication	• Ask questions and actively listen to clarify contents of work orders

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FWPCOT2206 Stack and bind material	FWPCOT2201 Stack and bind material	Application clarified Performance Criteria sequenced and strengthened Foundation Skills and Assessment Requirements updated	Equivalent

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPCOT2206 Stack and bind material

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has stacked and bound three different product packages, and has:

- built packs manually following workplace requirements for dimension, component numbers, end and vertical alignment and bearer quality
- built packs allowing adequate space for mechanical lifting and transporting
- identified standard size materials using visual assessment or measurement processes
- applied protective strips to packs
- applied wrapping to packs to prevent water penetration during storage and transportation
- strapped packs
- labelled packs ready for storage or transportation.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- workplace policies and procedures relevant to stacking and binding material
- methods of visual estimation, grading, colour identification and tagging of materials:
  - sawn or dressed finished timber
  - differing timber species
  - preservative treated timber, including water borne preservatives and light organic solvent preservatives (LOSP)
  - panel products, laminated veneer, chipboard, fibreboard, medium density fibreboard and boards made from material other than wood
  - panels with various treatments, coatings and hardware items
- range of industry standard lengths, cross sections, appearance grades and applicable terminology

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- operational and functional features of tools, equipment and plant:
  - plant used for mechanically lifting and transporting packs
  - equipment and tools used for binding materials
- workplace safety requirements relevant to stacking and binding material:
  - erecting signs and exclusion zones
  - safe work method statements (SWMS)
  - hazardous manual handling
  - plant and assistive lifting equipment
- processes and techniques of:
  - building, wrapping and strapping timber packs
  - communicating and reporting
  - recording and reporting production outcomes and equipment faults
  - labelling products for identification
  - selecting correct bearer dimension
- workplace and environmental requirements for disposing of waste.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a manufacturing or processing facility or timber yard or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - three different products to pack and bind
  - tools, mechanical lifting equipment and packing equipment to stack, bind and protect contents
- specifications:
  - access to workplace safety and environmental policies and procedures applicable to stacking and binding material
  - access to workplace procedures and forms for recording and labelling
  - access to work orders applicable to stacking and binding product packages.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPCOT2219 Use hand-held tools

Modification History

Release	Comment
1	Replaces equivalent unit FPICOT2219B Use hand-held tools, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format.

Application

This unit of competency describes the outcomes required to select and a use variety of manual hand tools and power tools for various tasks. Work is completed in work settings and involves completing basic non-specialist maintenance.

The unit applies to Production Worker, Manufacturing Assistant, Timber Manufacturing Worker, Sawmill Worker.

No licensing, legislative, regulatory, or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Common Technical; applies across sectors

Elements and Performance Criteria

ELEMENTS *Elements describe the essential outcomes.*	**PERFORMANCE CRITERIA** *Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.*
1. Prepare for using hand-held tools	1.1 Review work order and, where required, check with appropriate personnel. 1.2 Assess production requirements and select serviceable hand-held

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	tools appropriate to complete tasks. 1.3 Plan hand-held tool operating process in line with work order.
2. Operate and maintain hand-held tools	2.1 Select and use appropriate personal protective equipment. 2.2 Follow lock out procedures and check tools for safe operation in line with manufacturer's recommendations. 2.3 Identify unsafe, faulty or unserviceable items and mark for repair or replacement in line with organisational procedures. 2.4 Use hand and power tools in line with organisational safety procedures, manufacturer’s instructions environmental protection practices. 2.5 Apply appropriate techniques with tools to produce required production outcomes. 2.6 Check tool operation regularly to assess need for sharpening and other maintenance requirements. 2.7 Complete basic non-specialist maintenance for hand and power tools in line with manufacturer’s recommendations and safety procedures. 2.8 Record and report tool faults, serviceability issues and maintenance requirements to appropriate personnel.

Foundation Skills

This section describes those core and employment skills that are essential to performance and are not explicit in the performance criteria.	
Numeracy skills to:	• identify tension measurements of tools • capability to identify and interpret units of measurement for appropriate hand held tools
Oral communication skills to:	• ask open and closed probe questions and actively listen to clarify contents of work orders • make accurate verbal reports on equipment faults.

Reading skills to:	• interpret:
	  • WHS and other organisational procedures
	  • work orders
	  • manufacturers’ instructions and maintenance recommendations.

Writing skills to:	• complete basic fault tags and accurate basic records for equipment faults and maintenance requirements.

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Planning and organising skills to:	• schedule time into day to day activities to complete maintenance activities as part of a logical and time-efficient work flow.
Problem-solving skills to:	• recognise equipment wear and damage and resolve by maintaining or reporting as unserviceable.

Range of Conditions

Not Applicable

Unit Mapping Information

FPICOT2219B Use hand-held tools

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPCOT2219 Use hand-held tools

Modification History

Release	Comment
1	Replaces equivalent unit FPICOT2219B Use hand-held tools, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. Assessment requirements now specify the performance and knowledge evidence, as well as assessment conditions for this unit of competency. These sections simplify and replace components used in the previous unit format, including Required Skills and Knowledge, Evidence Guide and Range Statement

Performance Evidence

- A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit. If a specific volume or frequency is not stated below, then evidence must be provided that the following requirements have been performed on at least one occasion:
- safely use appropriate manual and portable power tools:
  - manual hand tools:
    - handsaws
    - knives
    - chisels
    - hammers
    - hand drills
    - files
    - rasps
  - portable power tools:
    - drills
    - grinders
    - sanders
    - saws
    - nail guns
- complete basic non-specialist maintenance in line with manufacturers' recommendations, including:
  - sharpening at appropriate speed and at correct pitch and angle to obtain a sharp edge
  - cleaning

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- lubricating
- tightening
- adjusting
- checking consumable components for bluntness, wear and other damage
- removing and replacing consumable components.

Knowledge Evidence

A person competent in this unit must be able to demonstrate knowledge of:

- environmental protection practices for the use and maintenance of hand-held tools:
  - cleaning tools
  - safely disposing of waste and used consumables
- types of hand-held tools; their purpose, features and operation:
  - manual hand tools:
    - handsaws
    - knives
    - chisels
    - hammers
    - hand drills
    - files
    - rasps
  - portable power tools:
    - drills
    - grinders
    - sanders
    - saws
    - nail guns
- basic non-specialist repair and maintenance requirements and techniques for hand-held tools:
  - sharpening
  - cleaning
  - lubricating
  - tightening
  - adjusting
  - checking consumable components for bluntness and damage
  - removing and replacing consumable components
- types and correct use of personal protection equipment for operating and maintaining hand-held tools
- basic content of manufacturers':
  - instructions for equipment use

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    - recommendations for cleaning, repairing and maintaining
- format, content and use of these maintenance documents:
    - tags to identify faulty equipment
    - fault reports
    - repair and maintenance requests
- organisational procedures specific to operating and maintaining hand-held-tools:
    - workplace health and safety, with particular emphasis on equipment lock out and use of personal protective equipment
    - communication reporting lines
    - recording and reporting equipment faults and maintenance requests.
    -

Assessment Conditions

The following resources must be made available:

- hand-held tools:
    - manual hand tools:
        - handsaws
        - knives
        - chisels
        - hammers
        - hand drills
        - files
        - rasps
    - portable power tools:
        - drills
        - grinders
        - sanders
        - saws
        - nail guns
- consumable components
- maintenance tools and equipment for hand-held tools
- personal protection equipment for operating and maintaining hand-held tools
- manufacturers':
    - instructions for equipment use
    - recommendations for cleaning, repairing and maintaining
- template maintenance documents:
    - tags to identify faulty equipment
    - fault reports
    - repair and maintenance requests

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- organisational procedures for operating and maintaining hand-held-tools
- relevant personnel for the purposes of communicating information.

Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting.

Assessor requirements

Assessors must:

- hold the appropriate assessor competency standards as outlined in regulations; and
- be able to demonstrate vocational competencies at least to the level being assessed; and
- be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and assessor competence.
-

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPCOT2234 Dock material to length

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to prepare and dock material to length with a power driven saw. The unit includes equipment maintenance on completion of operation.

The unit applies to timber manufacturing workers, production workers or sawmill workers who undertake specified activities under the direction of more experienced workers.

No licensing, legislative, or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Common Technical (COT)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for cutting	1.1 Determine job requirements and cutting list from work order or instruction and, where required, confirm with appropriate person 1.2 Confirm safety requirements for cutting task according to workplace safety procedures 1.3 Identify type and quantity of materials to be cut, and obtain from storage

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.4 Plan material cutting patterns according to cutting list 1.5 Select, fit and use personal protective equipment 1.6 Select appropriate cutting equipment and check for operational effectiveness according to manufacturer instructions 1.7 Set up saw sequences according to work order and cutting list
2. Cut material to length	2.1 Mark up material and set stops in preparation for cutting 2.2 Use equipment and machinery to cut initial length, check with allowable tolerance and reset and secure stop 2.3 Follow cutting sequence and patterns to produce required quantity 2.4 Dispose of incorrect cuts, off-cuts and material with defects according to workplace environmental procedures for disposal of waste 2.5 Stack materials safely in designated location according to workplace processes 2.6 Identify routine processing and equipment faults, and resolve or report to appropriate person 2.7 Check quality and quantity of materials on completion of task against the work order and complete workplace documentation
3. Complete operator maintenance	3.1 Lock out equipment according to workplace safety procedures 3.2 Check saw blades for blunt or damaged condition 3.3 Repair blunt saw blades or send for repair according to workplace procedures and manufacturer specifications 3.4 Complete basic non-specialist maintenance for equipment according to manufacturer specifications 3.5 Clean the work area of sawdust and debris 3.6 Reuse, recycle or dispose of waste material according to workplace environmental requirements for waste disposal 3.7 Record and report equipment faults and maintenance requirements to appropriate person

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Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret information from work orders, workplace procedures and manufacturer instructions to safely cut products to required lengths
Oral communication	• Ask questions and actively listen to clarify work orders and job tasks and report workplace issues

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FWPCOT2234 Dock material to length	FWPCOT2229 Dock material to length	Application clarified Performance Criteria, Foundation Skills and Assessment Requirements updated	Equivalent

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPCOT2234 Dock material to length

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has docked to length a minimum of three standard packs of timber products for three different work orders, varying in lengths and sectional sizes, and:

- cut material within the prescribed workplace tolerances
- stacked batches of cut material to meet workplace quantity and quality requirements
- completed basic non-specialist maintenance on cutting equipment.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- workplace policies and procedures relevant to docking materials to length
- industry standard lengths, cross sections, appearance grades of timber products
- processes, procedures and techniques for docking timber and timber products to length:
  - optimal docking practices to minimise waste
  - use and maintenance of docking equipment
  - stacking finished materials
  - assessing saw blade condition
  - cleaning plant, tools and equipment
  - recording and reporting production outcomes and equipment faults
- cutting patterns and sequences for single angles requiring one cutting pass or single vertical cuts
- characteristics, properties and limitations of timber and timber products
- timber defects:
  - warp

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  - wane
  - cupping
  - shakes
  - insect defects
  - knots
  - resin pockets
- workplace safety requirements related to docking materials to length:
  - hierarchy of control
  - personal protective equipment (PPE)
  - electrical hazards and use of residual current devices (RCD)
  - equipment lock-out
  - exposure to dust
  - exposure to excessive noise
  - hazardous manual tasks
- functional and operational features of tools and equipment used to dock materials to length:
  - manually controlled docking and trimming saws
  - bench saws
  - radial arm saws
  - saws with adjustable angles
  - saws with automatic feed
  - saws with one blade
  - table saws
- workplace and environmental requirements for waste disposal.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a manufacturing or processing facility or timber yard or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - saw to dock materials
  - PPE
  - tools and materials required for saw maintenance
  - different types of timber products varying in lengths and sectional size
- specifications:
  - access to work orders detailing timber cutting requirements for different lengths and sectional sizes
  - access to manufacturer specifications and operating instructions for saws

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  - access to workplace safety and environmental procedures applicable to docking materials to length
  - access to workplace procedures and forms for recording production outcomes and saw maintenance and faults
- relationships:
  - person to confirm work orders and/or report work-related issues.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPCOT2243 Tail out timber product and waste material

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 5.0.

Application

This unit of competency describes the skills and knowledge required to safely clear timber product and waste material as they emerge from a sawing or machining operation.

The unit applies to individuals who carry out tailing out functions in a timber processing or manufacturing facility.

All work must be carried out to comply with workplace procedures, according to state/territory health and safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Common Technical (COT)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for timber sawing or machining operation	1.1 Review work order and identify required finished timber sizes and quantities with the operator 1.2 Check sequence of cuts or machining passes with operator and work order when multiple cuts are required

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.3 Review workplace health and safety procedures, including the use of personal protective equipment, equipment lock-out and safe manual handling techniques 1.4 Identify, assess and take actions to mitigate risks and hazards associated with tailing out timber products and waste material 1.5 Identify workplace environmental protection procedures for minimising and disposing of waste material, cleaning tools and equipment, and maximising energy efficiency
2. Maintain the process workflow	2.1 Clear timber product to maintain the process workflow according to sawing or machining speed, workplace safety requirements and production plans 2.2 Clear sawn waste regularly according to workplace procedures and environmental requirements 2.3 Assess timber product against product standards and, when necessary, return to the operator for further processing 2.4 Identify and report problems in workflow or processing of timber product to the operator for resolution 2.5 Dispose of faulty or defective timber product according to workplace procedures and environmental requirements
3. Sort finished timber product and complete work records	3.1 Assess finished timber product for standard sizes according to workplace procedures 3.2 Sort and stack finished timber product according to workplace procedures and specific operational requirements 3.3 Segregate and store, or direct, recoverable timber product and waste for further processing according to workplace procedures 3.4 Record and report production and timber product quality information according to workplace procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description

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Skill	Description
Reading	• Reads workplace health and safety and environment policies to identify procedures for clearing sawn waste from work area
Writing	• Completes basic written production reports and tally sheets
Oral communication	• Responds to oral questions on routine matters related to output quality
Numeracy	• Uses basic arithmetic skills to determine quantity and dimensions of tail out materials • Uses standard units of measure to determine dimensions of finished product • Interprets charts and graphical information to gather data on stress-grading and standard timber profiles and cross-sections
Interact with others	• Participates in conversations to inform maintenance staff about equipment faults
Get the work done	• Identifies and responds to routine problems

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FWPCOT2243 Tail out timber product and waste material	FWPCOT2205 Tail out materials	Updated unit code and title for clarity and compliance; edited machines required under assessment conditions	Equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPCOT2243 Tail out timber product and waste material

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 5.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that, on at least one occasion, the individual has:

- safely cleared sawn or machined timber product and waste from a saw or machine while maintaining process flow
- in doing the above job, the individual has:
  - identified work requirements in conjunction with the machine operator
  - followed work order and relevant workplace health and safety and environmental protection procedures
  - checked, sorted and stacked the finished product
  - disposed of waste material
  - completed production reports.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- workplace health and safety procedures for tailing out timber products:
  - standard operating procedure
  - personal protective equipment (PPE) requirements
  - procedures for safely disposing of waste material in an environmentally sustainable manner
- methods of controlling timber product:
  - timber product movement
  - position of the timber product being sawn or dressed
  - avoiding contact with saw or cutter
  - removing waste

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- common work area and environmental hazards, risks and control techniques
- tailing out terminology, processes and procedures
- criteria for recycling and reusing material with faults or defects
- industry standard cross-section and length dimensions and tolerances
- communication channels and protocols used to ensure safety and productivity
- flow or control problems:
  - speed of production
  - flow of product
  - sharpness of blades or cutters
  - quality of materials
  - communication
  - housekeeping
  - burn marks
  - rough finish
  - tear out
  - machine marks
  - irregular size of the finished product
- mathematical procedures used to calculate timber size and dimension
- procedures for recording and reporting quality and production requirements.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a timber processing or manufacturing facility or an environment that accurately reflects workplace conditions
- resources, equipment and materials:
  - timber cutting or machining equipment used in a timber processing or manufacturing facility
  - PPE suitable for tailing out timber product and waste material
  - one or more of the following types of sawn or machined timber product for tailing out: flitches, cants, timber boards, other timber products
- specifications:
  - access to template documents for recording production outcomes
  - access to work order detailing required finished timber product sizes and production timelines
  - access to written workplace procedures for tailing out.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

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Links

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FWPCOT2244 Operate and maintain a thicknesser

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 5.0.

Application

This unit of competency describes the skills and knowledge required to operate and maintain a thicknesser to dress timber.

The unit applies to individuals who operate timber dressing equipment in a timber processing or manufacturing facility.

All work must be carried out to comply with workplace procedures, according to state/territory health and safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Common Technical (COT)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for dressing process	1.1 Review work order and seek clarification from appropriate personnel as required 1.2 Review workplace health and safety procedures, including the use of personal protective equipment, equipment lock-out and safe manual

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	handling techniques 1.3 Identify, assess and take actions to mitigate risks and hazards associated with operating a thicknesser 1.4 Identify workplace environmental protection procedures for minimising and disposing of waste material, cleaning tools and equipment, and maximising energy efficiency 1.5 Check input timber to ensure supply and quality meets specification 1.6 Prepare timber supplies for dressing operation to sustain production requirements 1.7 Plan sequence of machining operations that suit multiple passes according to work order
2. Operate thicknesser to dress timber	2.1 Identify defective timber before dressing, and dispose of or recycle according to environmental protection practices 2.2 Select cutting sequence 2.3 Follow lock-out procedures and set guides, conveyors, speeds and feeds to suit required dimensions, cutting sequence, feed rates and finish 2.4 Operate thicknesser according to workplace safety procedures, manufacturer instructions and environmental protection practices 2.5 Maintain feed rate appropriate to timber condition and board size 2.6 Regularly tally dressed timber against work orders 2.7 Clear work area regularly according to workplace safety procedures
3. Assess dressing conditions and maintain optimum dressing processes	3.1 Assess dressing conditions regularly to ensure continuity of supply and processing 3.2 Adjust conditions to optimise feed rate and maintain finished dimensions according to work order 3.3 Evaluate finish regularly and adjust equipment to ensure product quality 3.4 Measure and record dressed board dimensions regularly according to workplace procedures 3.5 Identify and respond to routine processing and equipment faults according to workplace procedures 3.6 Record and report production outcomes according to workplace

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	procedures
4. Complete operator maintenance	4.1 Lock out equipment according to manufacturer instructions and workplace safety procedures 4.2 Check cutters for bluntness or damage 4.3 Remove and replace cutters according to manufacturer instructions 4.4 Dispose of used cutters according to the workplace and environmental protection procedures 4.5 Complete basic routine maintenance of equipment according to manufacturer instructions and workplace requirements 4.6 Record and report equipment faults and maintenance according to workplace procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Oral communication	• Responds to oral questions on routine matters related to output quality
Numeracy	• Performs routine arithmetic calculations to establish material quantities required for production • Identifies standard measurement units for speed and dimension used in manufacturer specifications • Recognises standard measures used in describing feed rate
Interact with others	• Participates in conversations to inform maintenance staff about equipment faults
Get the work done	• Identifies and responds to routine problems • Plans and organises own work activities and resources

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FWPCOT2244 Operate and maintain a thicknesser	FWPCOT2207 Dress boards and timber	Revised application statement; modified element 2 sequence; updated unit code and title for clarity and compliance	Equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPCOT2244 Operate and maintain a thicknesser

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 5.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that, on at least one occasion, the individual has:

- set up, adjusted and operated a thicknesser to dress timber according to required dimensions, cutting sequence, feed rates and finish
- in doing the above job, the individual has:
  - reviewed work order to determine job requirements
  - followed work order and relevant workplace health and safety and environmental protection procedures
  - selected equipment and materials according to job requirements
  - planned the sequence of machine operations
  - identified and disposed of defective timber before processing
  - complied with workplace health and safety procedures relevant to dressing timber
  - assessed dressing conditions
  - adjusted conditions to optimise feed rate and maintain finished dimensions
  - completed basic routine equipment maintenance
  - completed production and maintenance reports.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- typical timber defects and potential impact on the quality of dressed timber product:
  - warp
  - wane
  - cupping
  - shakes

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    - insect defects
    - knots
    - resin pockets
- typical dressing problems triggering adjustment of process to ensure product quality:
    - blunt or damaged cutters
    - burn marks
    - extra cuts
    - excessive cutter marks
    - dimensional errors
- industry standards and terminology for timber profiles, lengths, cross-sections and tolerances
- types, purpose, features, operational procedures, components and basic maintenance requirements of thicknessers
- problems that can occur when dressing timber:
    - equipment faults and malfunctions
    - quality of product and machine settings
    - efficient rejection of defective timber before dressing
    - transfer and flow of material
    - dressing problems
    - feed rate
    - product finish
- methods for assessing cutters condition
- types of risk and hazards and mitigation measures associated with dressing timber
- workplace procedures specific to dressing timber:
    - workplace health and safety requirements, with particular emphasis on equipment lock-out, use of personal protective equipment (PPE) and safe manual handling
    - selection, use and maintenance of equipment
    - communication reporting lines
    - recording and reporting production outcomes and equipment faults
- environmental protection practices for timber processing or manufacturing facilities:
    - reducing water and energy use
    - cleaning plant, tools and equipment
    - disposing of, recycling and reusing timber.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
    - skills must be demonstrated in a timber processing or manufacturing facility or an environment that accurately reflects workplace conditions
- resources, equipment and materials:

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  - thicknesser
  - maintenance tools and equipment
  - consumable components of thicknesser
  - PPE suitable for dressing timber
  - a diverse, comprehensive and commercial range of timber
- specifications:
  - template documents for recording production outcomes and equipment faults
  - manufacturer specifications and instructions for thicknesser
  - work order detailing material to be dressed, special client requirements and production timelines
  - written workplace procedures for operating and maintaining thicknesser.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPCOT2245 Operate and maintain a table saw

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 5.0.

Application

This unit of competency describes the skills and knowledge required to use a table saw to produce sawn timber by re-sawing larger timber. This activity includes assessing sawing conditions and adjusting feed rate and sawing equipment to maximise product quality.

The unit applies to individuals who re-saw timber in a timber processing or manufacturing facility.

All work must be carried out to comply with workplace procedures, according to state/territory health and safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Common Technical (COT)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for operation	1.1 Review work order and cutting pattern and, where required, seek clarification from appropriate personnel 1.2 Review workplace health and safety procedures, including the use of personal protective equipment, equipment lock-out and safe manual

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	handling techniques 1.3 Identify, assess and take actions to mitigate risks and hazards associated with operating a table saw 1.4 Identify workplace environmental protection procedures for minimising and disposing of waste material, cleaning tools and equipment, and maximising energy efficiency 1.5 Check input timber to ensure supply and quality meets specification 1.6 Prepare timber supplies for re-sawing to sustain production requirements
2. Operate table saw	2.1 Follow machine lock-out procedures and adjust saws, carriage, speeds and feeds to suit types of timber, dimensions and cutting sequence 2.2 Use table saw according to workplace safety procedures, manufacturer instructions and environmental protection practices 2.3 Select and follow cutting sequence to produce required quantity 2.4 Maintain feed rate appropriate to timber condition and size 2.5 Regularly tally re-sawn timber against work order 2.6 Clear work area according to workplace safety procedures 2.7 Identify damaged sawn timber and dispose of or recycle according to environmental protection practices
3. Assess sawing conditions and maintain optimum sawing processes	3.1 Assess sawing conditions regularly to determine optimal feed rate and finish 3.2 Adjust sawing feed rate to achieve finished dimensions according to work order 3.3 Evaluate finished sawn timber regularly and make adjustments to the sawing process to maximise product quality 3.4 Regularly measure cross-section dimensions of sawn timber against standard sizes and tolerances, and adjust the sawing process 3.5 Identify routine processing and equipment faults, and resolve or report to appropriate personnel 3.6 Complete production and quality records and report according to workplace procedures
4. Complete operator	4.1 Lock out machine and equipment according to workplace safety

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
maintenance	procedures 4.2 Check saw blades for bluntness or damage 4.3 Remove and replace blades according to manufacturer recommendations 4.4 Dispose of used blades according to workplace procedures and environmental protection practices 4.5 Complete basic non-specialist maintenance of equipment 4.6 Record and report equipment faults and maintenance requirements to appropriate personnel

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Numeracy	• Identifies quantities of required material within work orders, and counts raw materials • Calculates the feed rate to optimise the quality and quantity of production output • Accurately measures cross-section dimensions of sawn timber against standard sizes and tolerances • Completes routine production records involving dimensions and quantities tallied against orders
Navigate the world of work	• Understands main tasks, responsibilities and boundaries of own role
Interact with others	• Uses modes of communication suitable to purpose to confirm and clarify understanding
Get the work done	• Recognises and responds to routine problems

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FWPCOT2245 Operate and maintain a table saw	FWPCOT2208 Resaw boards and timber	Reworded application statement for clarity; revised performance criteria; changed unit code and title for consistency and compliance	Equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPCOT2245 Operate and maintain a table saw

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 5.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that, on at least one occasion, the individual has:

- operated a table saw to re-saw timber
- in doing the above job, the individual has:
  - followed work order and relevant workplace health and safety and environmental protection procedures
  - assessed sawing conditions to determine optimal feed rate and finish
  - adjusted sawing feed rate to achieve finished dimensions according to work order
  - evaluated finish and made adjustments to the sawing process to maximise product quality
  - measured cross-section dimensions of sawn timber against standard sizes and tolerances, and adjusted sawing process
  - completed basic non-specialist maintenance tasks
  - completed production and quality records for the job.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- range of industry standard lengths for sawn timber, cross-sections and tolerances and applicable terminology
- typical cutting patterns
- types, purpose, features, operation and basic non-specialist repair and maintenance of table saws
- methods for assessing saw blade condition
- problems that may occur during sawing operations, including:
  - equipment faults and malfunctions

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  - quality of product and machine settings
  - transfer and flow of material
  - routine sawing problems
  - feed rate and product finish
  - infeed and outfeed systems
  - damage to sawn board
  - damage to saw blade
  - timber positioning
- types of risk and hazards and mitigation measures associated with operating and maintaining table saws
- workplace procedures specific to operating and maintaining table saws:
  - workplace health and safety, with particular emphasis on equipment lock-out, the use of personal protective equipment and safe manual handling techniques
  - use and maintenance of equipment
  - communication reporting lines
- recording and reporting of production outcomes and equipment faults
- environmental protection practices for forest products factory settings:
  - cleaning plant, tools and equipment
  - disposing of, recycling and reusing timber.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a timber processing or manufacturing facility or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - table saw
  - tools and equipment for operator maintenance of saws
  - consumable components
  - PPE suitable for operating and maintaining a table saw
  - a diverse, comprehensive and commercial product range of timber
- specifications:
  - template documents for recording production outcomes and equipment faults
  - manufacturer instructions for use, repair and maintenance of table saw
  - work order with specific details of material to be re-sawn and production timeline
  - workplace procedures for operating and maintaining table saws.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

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Links

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FWPCOT2246 Appearance grade hardwood sawn and milled products

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 5.0.

Application

This unit of competency describes the skills and knowledge required to visually assess hardwood sawn and milled products for classification into various appearance grades.

The unit applies to individuals who grade hardwood sawn and milled products in a timber processing or manufacturing facility.

All work must be carried out to comply with workplace procedures, according to state/territory health and safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Common Technical (COT)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for appearance grading	1.1 Review and clarify work order with appropriate personnel to determine hardwood sawn and milled products to be graded 1.2 Review workplace health and safety procedures, including the use

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	of personal protective equipment, equipment lock-out and safe manual handling techniques 1.3 Identify, assess and take actions to mitigate risks and hazards associated with grading hardwood sawn and milled products 1.4 Identify workplace environmental protection procedures for minimising and disposing of waste material, cleaning tools and equipment, and maximising energy efficiency 1.5 Obtain type, dimension and quantity of sawn and milled products to be graded from storage locations 1.6 Select equipment, including lifting equipment, appropriate to work order and check for safety and operational effectiveness 1.7 Establish and maintain communication with others at the workplace to ensure safety
2. Appearance grade products	2.1 Visually assess the size of sawn and milled products according to industry standards and estimated number of ranges 2.2 Evaluate the characteristics of each product against industry standards for grade type 2.3 Measure moisture content and evaluate against standards and seasoning requirements 2.4 Mark product characteristics for docking 2.5 Sort and label product according to grade classification 2.6 Reject and redirect sub-standard product for recycling or other uses according to workplace and environmental protection procedures 2.7 Record and report grading outcomes and distribution problems to appropriate personnel

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Oral communication	• Responds to verbal questions on matters related to grading

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Skill	Description
	decisions and reuse or recycling of rejected materials
Numeracy	• Compares length of product with industry standard for cross-section • Measures moisture content using a moisture meter • Calibrates measuring equipment
Navigate the world of work	• Understands main tasks, responsibilities and boundaries of own role
Interact with others	• Conducts conversations relevant to the role by explaining and responding to questions • Uses non-verbal modes of communication to convey information related to grading operations
Get the work done	• Identifies and responds to routine problems • Uses problem-solving skills to analyse product and process faults and decide on appropriate action

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FWPCOT2246 Appearance grade hardwood sawn and milled products	FWPCOT2212 Grade hardwood sawn and milled products	Revised performance evidence and knowledge evidence for mapping and clarity; updated unit code and title to reflect changes and for compliance	Equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPCOT2246 Appearance grade hardwood sawn and milled products

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 5.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that, on at least one occasion, the individual has:

- appearance graded hardwood sawn products
- appearance graded hardwood milled products.

For each of the above jobs, the individual has:

- followed work order and relevant workplace health and safety and environmental protection procedures
- visually assessed and evaluated the characteristics of the product against industry standards for grading hardwood sawn and milled products
- measured and evaluated moisture content against standards and seasoning requirements
- marked, sorted and labelled product according to the correct grade classification
- recorded and reported grading activity.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- industry standards and safe practices for grading hardwood sawn and milled products
- risks and hazards associated with timber grading
- workplace procedures for grading hardwood sawn and milled products:
  - health and safety, with particular emphasis on equipment lock-out and the use of personal protective equipment (PPE)
  - communication reporting lines
  - recording and reporting grading outcomes
- criteria for recycling and reusing, and redirecting sub-standard product for other use
- timber characteristics to be checked

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- methods of visual estimation, grading, colour identification and tagging
- industry standard for cross-sections and lengths
- sorting, marking and distribution procedures
- types, safe operation and maintenance of tools and equipment used in grading operations.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a timber processing or manufacturing facility or an environment that accurately reflects workplace conditions
- resources, equipment and materials:
  - hardwood sawn and milled products for grading
  - measuring equipment
  - moisture meters
  - lifting equipment for the movement of sawn and milled products
  - PPE suitable for grading hardwood sawn and milled products
- specifications:
  - templates for recording timber grading activities
  - work order detailing materials to be graded
  - workplace standards for grading hardwood sawn and milled products.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPCOT2247 Appearance grade softwood sawn and milled products

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 5.0.

Application

This unit of competency describes the skills and knowledge required to visually assess softwood sawn and milled product characteristics for classification into various appearance grades.

The unit applies to individuals who grade softwood sawn and milled products in a timber processing or manufacturing facility.

All work must be carried out to comply with workplace procedures, according to state/territory health and safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Common Technical (COT)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for appearance grading	1.1 Review work order to determine job requirements and, where required, seek clarification from appropriate personnel

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.2 Review workplace health and safety procedures, including the use of personal protective equipment, equipment lock-out and safe manual handling techniques 1.3 Identify, assess and take actions to mitigate risks and hazards associated with grading softwood sawn and milled products 1.4 Identify workplace environmental protection procedures for minimising and disposing of waste material, cleaning tools and equipment, and maximising energy efficiency 1.5 Obtain type and quantity of sawn and milled products to be graded from storage location 1.6 Select equipment appropriate to work order and check for operational effectiveness according to manufacturer recommendations 1.7 Establish and maintain communication with others at workplace to ensure safety
2. Appearance grade products	2.1 Visually assess the size of sawn and milled products according to industry standards and number of ranges estimated 2.2 Evaluate the characteristics of each product against industry standards for grade type 2.3 Measure moisture content and evaluate against standards and seasoning requirements 2.4 Mark product characteristics for docking 2.5 Sort product according to its grade classification and clearly mark with markers or stickers 2.6 Reject sub-standard product for disposal, reuse or recycling according to workplace requirements 2.7 Despatch graded material to appropriate storage locations 2.8 Record and report grading outcomes and distribution problems to appropriate personnel 2.9 Identify routine processing problems, and resolve or report to appropriate personnel

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Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Oral communication	• Responds to verbal questions on matters related to grading decisions and reuse or recycling of rejected materials
Numeracy	• Compares length of product with industry standard for cross-section • Measures moisture content using a moisture meter • Calibrates measuring equipment
Navigate the world of work	• Understands main tasks, responsibilities and boundaries of own role
Interact with others	• Conducts conversations relevant to the role by explaining and responding to questions • Uses non-verbal modes of communication to convey information related to grading operations
Get the work done	• Uses problem-solving skills to analyse product and process faults and decide on appropriate action

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FWPCOT2247 Appearance grade softwood sawn and milled products	FWPCOT2213 Grade softwood sawn and milled products	Revised performance evidence and knowledge evidence for mapping and clarity; updated unit code and title to reflect changes and for compliance	Equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPCOT2247 Appearance grade softwood sawn and milled products

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 5.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that, on at least one occasion, the individual has:

- appearance graded softwood sawn products
- appearance graded softwood milled products.

For each of the above jobs, the individual has:

- followed work order and relevant workplace health and safety and environmental protection procedures
- visually assessed and evaluated the characteristics of the product against industry standards for grading softwood sawn and milled products
- measured and evaluated moisture content against standards and seasoning requirements
- marked, sorted and labelled product according to the correct grade classification
- recorded and reported grading activity.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- industry standards and safe practices for grading softwood sawn and milled products
- risks and hazards associated with timber grading
- workplace procedures for grading softwood sawn and milled products:
  - health and safety, with particular emphasis on equipment lock-out and the use of personal protective equipment (PPE)
  - communication reporting lines
  - recording and reporting grading outcomes
- criteria for recycling and reusing sub-standard material
- methods of visual estimation, grading, colour identification and tagging

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- industry softwood visual grading standards
- visual grading rules for appearance
- visual grading rules for strength
- timber characteristics to be checked
- sorting, marking and distribution processes
- industry standard for cross-sections and lengths
- storage systems, locations and labelling procedures
- problem identification and resolution strategies, and common fault-finding techniques
- types, safe operation and maintenance of tools and equipment used for grading operations.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a timber processing or manufacturing facility or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - softwood sawn and milled products for grading
  - measuring equipment
  - moisture meters
  - PPE suitable for grading softwood sawn and milled products
  - lifting equipment for the movement of sawn and milled products
- specifications:
  - templates for recording timber grading activities
  - work order detailing materials to be graded
  - workplace standards for grading softwood sawn and milled products.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPCOT2248 Appearance grade cypress sawn and milled products

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 5.0.

Application

This unit of competency describes the skills and knowledge required to visually evaluate cypress sawn and milled product characteristics for classification into various appearance grades.

The unit applies to individuals who grade cypress sawn and milled products in a timber processing or manufacturing facility.

All work must be carried out to comply with workplace procedures, according to state/territory health and safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Common Technical (COT)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for appearance grading	1.1 Review work order to determine job requirements and, where required, seek clarification from appropriate personnel

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.2 Review workplace health and safety procedures, including the use of personal protective equipment, equipment lock-out and safe manual handling techniques 1.3 Identify, assess and take actions to mitigate risks and hazards associated with grading cypress sawn and milled products 1.4 Identify workplace environmental protection procedures for minimising and disposing of waste material, cleaning tools and equipment, and maximising energy efficiency 1.5 Obtain type and quantity of sawn and milled product to be graded from storage location 1.6 Select equipment appropriate to work order and check for operational effectiveness according to manufacturer recommendations 1.7 Establish and maintain communication with others at workplace to ensure safety
2. Appearance grade products	2.1 Visually assess size of sawn and milled products according to industry standards and number of ranges estimated 2.2 Evaluate material characteristics of each product against industry standards for grade type 2.3 Measure moisture content and evaluate against standards and seasoning requirements 2.4 Mark characteristics for docking 2.5 Sort material according to grade classification and clearly mark with markers or stickers 2.6 Reject sub-standard material for disposal, recycling or reuse according to workplace requirements 2.7 Despatch graded material to appropriate storage locations 2.8 Record and report grading outcomes and distribution problems to appropriate personnel 2.9 Identify routine processing problems and resolve or report to appropriate personnel

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Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Oral communication	• Responds to verbal questions on matters related to grading decisions and reuse or recycling of rejected materials
Numeracy	• Compares length of product with industry standard for cross-section • Measures moisture content using a moisture meter • Calibrates measuring equipment
Navigate the world of work	• Understands main tasks, responsibilities and boundaries of own role
Interact with others	• Conducts conversations relevant to the role by explaining and responding to questions • Uses non-verbal modes of communication to convey information related to grading operations
Get the work done	• Uses problem-solving skills to analyse product and process faults and decide on appropriate action

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FWPCOT2248 Appearance grade cypress sawn and milled products	FWPCOT2214 Grade cypress sawn and milled products	Revised performance evidence and knowledge evidence for mapping and clarity; updated unit code and title to reflect changes and for compliance	Equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPCOT2248 Appearance grade cypress sawn and milled products

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 5.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that, on at least one occasion, the individual has:

- appearance graded cypress sawn products
- appearance graded cypress milled products.

For each of the above jobs, the individual has:

- followed work order and relevant workplace health and safety and environmental protection procedures
- identified characteristics and defects in cypress sawn and milled products and marked for sorting
- followed workplace procedures, standards and codes of practice for grading cypress sawn and milled products.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- regulations, standards, policies and procedures for grading cypress sawn and milled products, including:
  - health and safety, with particular emphasis on equipment lock-out and the use of personal protective equipment (PPE)
  - communication reporting lines
  - recording and reporting production outcomes, equipment faults and maintenance requirements
- risks and hazards associated with grading timber
- criteria for recycling reusing or redirecting sub-standard material to other uses
- methods of visual estimation, grading, colour identification and tagging
- sorting, marking and distribution processes

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- industry standard cross-sections and lengths
- storage systems and labelling procedures
- storage classifications
- timber characteristics and defects of cypress sawn and milled products to be checked:
  - warp
  - wane
  - curvature
  - shakes
  - insect defects
  - knots
  - resin pockets
- communication channels and protocols
- problem identification and resolution strategies, and common fault-finding techniques
- typical tools and equipment used for grading timber, along with their safe operation and maintenance
- procedures for recording and reporting workplace information.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a timber processing or manufacturing facility or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - cypress sawn and milled products for grading
  - measuring equipment
  - moisture meters
  - lifting equipment for the movement of sawn and milled products
  - PPE suitable for grading cypress sawn and milled products
- specifications:
  - templates for recording timber grading activities
  - work order detailing materials to be graded
  - workplace standards for grading cypress sawn and milled products.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPCOT2249 Visually stress grade hardwood

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 5.0.

Application

This unit of competency describes the skills and knowledge required to visually stress grade hardwood for strength against set classifications detailed in Australian Standard AS2082 as a minimum standard.

The unit applies to those who visually stress grade hardwood in a timber processing or manufacturing facility.

All work must be carried out to comply with workplace procedures, according to state/territory health and safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Common Technical (COT)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for stress-grading	1.1 Review work order to determine job requirements and, where required, seek clarification from appropriate personnel 1.2 Review workplace health and safety procedures, including the use of personal protective equipment, equipment lock-out and safe manual

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	handling techniques 1.3 Identify, assess and take actions to mitigate risks and hazards associated with visually stress-grading hardwood 1.4 Identify workplace environmental protection procedures for minimising and disposing of waste material, cleaning tools and equipment, and maximising energy efficiency 1.5 Establish and maintain communication with others at workplace to ensure safety
2. Set up materials for stress grading	2.1 Identify grading requirements according to workplace procedures, standards and specifications 2.2 Select materials, hardware items, tools and equipment appropriate to work order, and check for operational effectiveness 2.3 Position hardwood to be graded to provide appropriate access and facilitate efficient workflow 2.4 Identify routine processing problems, and resolve or report to appropriate personnel
3. Evaluate hardwood	3.1 Identify species and defects and check status of seasoning 3.2 Accurately record size and tolerance measurements according to workplace requirements 3.3 Establish characteristics and evaluate according to standards and product specifications 3.4 Measure moisture content and evaluate against standards and seasoning requirements
4. Grade hardwood	4.1 Visually stress grade hardwood based on standards for the required structural grade 4.2 Diagnose and check characteristics with the greatest limiting effect on the grade 4.3 Assess the appearance, and mark and segregate sub-standard material for disposal, reuse or recycling according to workplace procedures and environmental requirements 4.4 Despatch graded material to appropriate storage location 4.5 Record and report results of grading according to workplace procedures

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Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Numeracy	• Estimates sizes of hardwood • Measures sizes of hardwood
Navigate the world of work	• Understands main tasks, responsibilities and boundaries of own role
Interact with others	• Uses modes of communication suitable to purpose to confirm and clarify understanding

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FWPCOT2249 Visually stress grade hardwood	FWPCOT2215 Visually stress grade hardwood	Updated performance criteria to reflect environmental and workplace health and safety requirements; updated foundation skills; added performance evidence and knowledge evidence to map to performance criteria; updated unit code to reflect changes and meet compliance	Equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPCOT2249 Visually stress grade hardwood

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 5.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that, on at least one occasion, the individual has visually stress graded hardwood and has:

- prepared for visual stress-grading of hardwood
- evaluated and visually stress graded hardwood in readiness for processing or storage
- followed work order and relevant workplace health and safety and environmental protection procedures
- accurately identified characteristics and defects in hardwood
- accurately interpreted grading standards and specifications
- communicated effectively with others at workplace
- followed workplace procedures, standards and codes of practice for visually stress-grading hardwood
- recorded and reported grading activity.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- regulations, standards, codes of practice and established safe practices for visually stress-grading hardwood
- workplace standards, policies and procedures for visually stress-grading hardwood
- risks and hazards associated with grading timber
- criteria for recycling and reusing sub-standard material
- visual stress-grading techniques and methods
- grading markings and standards
- characteristics and properties of hardwood
- structural grade of hardwood

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- storage systems and labelling procedures
- disposal methods for timber with defects or contamination, including recycling, reusing and redirecting
- workplace communication channels and protocols
- procedures for recording and reporting workplace information
- strategies for identifying and resolving problems.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a timber processing or manufacturing facility or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - hardwood for visual stress-grading
  - vernier callipers
  - moisture meters (resistance and/or capacitance)
  - tapes
  - marking implements
  - personal protective equipment required for stress-grading hardwood
- specifications:
  - work order with specific instructions for visually stress-grading hardwood
  - workplace procedures for visually stress-grading hardwood
  - regulations, standards, codes of practice and established safe practices, including Australian Standard AS2082.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPCOT2250 Visually stress grade softwood

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 5.0.

Application

This unit of competency describes the skills and knowledge required to visually stress grade softwood for strength against set classifications detailed in Australian Standard AS2858 as a minimum standard.

The unit applies to individuals who visually stress grade softwood in a timber processing and manufacturing facility.

All work must be carried out to comply with workplace procedures, according to state/territory health and safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Common Technical (COT)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for stress-grading	1.1 Review work order to determine job requirements and, where required, seek clarification from appropriate personnel 1.2 Review workplace health and safety procedures, including the use of personal protective equipment, equipment lock-out and safe manual

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	handling techniques 1.3 Identify, assess and take actions to mitigate risks and hazards associated with visually stress-grading softwood 1.4 Identify workplace environmental protection procedures for minimising and disposing of waste material, cleaning tools and equipment, and maximising energy efficiency 1.5 Identify grading requirements according to procedures, standards and specifications 1.6 Select materials, hardware items, tools and equipment appropriate to work order, and check for operational effectiveness. 1.7 Position softwood to be graded to provide appropriate access and facilitate efficient workflow 1.8 Establish and maintain communication with others at workplace to ensure safety 1.9 Identify routine processing problems, and resolve or report to appropriate personnel
2. Evaluate softwood	2.1 Identify species and defects and check status of seasoning 2.2 Accurately record size and tolerance measurements according to workplace requirements 2.3 Establish characteristics and evaluate against standards and product specifications 2.4 Measure moisture content and evaluate against standards and seasoning requirements
3. Grade softwood	3.1 Visually stress grade softwood based on standards for the required structural grade according to workplace procedures 3.2 Diagnose and check characteristics with the greatest limiting effect on the grade 3.3 Assess the appearance, and mark and segregate material for disposal, reuse or recycling according to workplace procedures and environmental requirements 3.4 Despatch graded material to storage location 3.5 Record and report results of grading according to workplace procedures

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Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Numeracy	• Estimates sizes of softwood • Measures sizes of softwood • Calibrates moisture meter
Navigate the world of work	• Understands main tasks, responsibilities and boundaries of own role
Interact with others	• Uses modes of communication suitable to purpose to confirm and clarify understanding

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FWPCOT2250 Visually stress grade softwood	FWPCOT2216 Visually stress grade softwood	Reworded application statement; updated performance criteria to reflect environmental and workplace health and safety requirements; updated foundation skills; added performance evidence and knowledge evidence to map to performance criteria; updated unit code to reflect changes and meet compliance	Equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPCOT2250 Visually stress grade softwood

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 5.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that, on at least one occasion, the individual has visually stress graded softwood and has:

- prepared for evaluation and visual stress-grading of softwood
- followed work order and relevant workplace health and safety and environmental protection procedures
- evaluated and visually stress graded softwood in readiness for processing or storage
- accurately identified characteristics and defects in softwood
- accurately interpreted grading standards and specifications
- communicated effectively with others at the workplace
- followed workplace procedures, standards and codes of practice for visually stress-grading softwood
- recorded and reported grading activity.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- regulations, standards, codes of practice and established safe practices for visually stress-grading softwood, including Australian Standard AS2858
- workplace procedures for visually stress-grading softwood
- risks and hazards associated with grading timber
- criteria for recycling and reusing sub-standard material
- visual stress-grading techniques and methods
- grading markings and standards
- characteristics, defects and properties of softwood
- structural grade of softwood

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- storage systems and labelling procedures
- disposal methods for timber with defects or contamination, including recycling, reusing and redirecting
- workplace communication channels and protocols
- procedures for recording and reporting workplace information
- strategies for identifying and resolving problems.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a timber processing or manufacturing facility or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - softwood for visual stress-grading
  - vernier callipers
  - moisture meters (resistance and/or capacitance)
  - tapes
  - marking implements
  - personal protective equipment required for stress-grading softwood
- specifications:
  - work order with specific instructions for visually stress-grading softwood
  - workplace procedures for visually stress-grading softwood
  - regulations, standards, codes of practice and established safe practices, including Australian Standard AS2858.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPCOT2251 Visually stress grade cypress

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 5.0.

Application

This unit of competency describes the skills and knowledge required to visually stress grade Australian white cypress (Callitris glaucophylla) for strength against set classifications detailed in Section 3 of the Australian Standard AS2858 as a minimum standard.

The unit applies to individuals who visually stress grade cypress in a timber processing and manufacturing facility.

All work must be carried out to comply with workplace procedures, according to state/territory health and safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Common Technical (COT)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for stress-grading	1.1 Review work order to determine job requirements and, where required, seek clarification from appropriate personnel 1.2 Review workplace health and safety procedures, including the use of personal protective equipment, equipment lock-out and safe manual

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	handling techniques 1.3 Identify, assess and take actions to mitigate risks and hazards associated with visually stress-grading cypress 1.4 Identify workplace environmental protection procedures for minimising and disposing of waste material, cleaning tools and equipment, and maximising energy efficiency 1.5 Identify grading requirements according to workplace procedures, standards and specifications 1.6 Select materials, hardware items, tools and equipment appropriate to work order, and check for operational effectiveness 1.7 Position cypress to be graded to provide appropriate access and facilitate efficient workflow 1.8 Establish and maintain communication with others at workplace to ensure safety 1.9 Identify routine processing problems, and resolve or report to appropriate personnel
2. Evaluate cypress	2.1 Identify species and defects, including contamination, and check status of seasoning 2.2 Accurately record size and tolerance measurements according to workplace requirements 2.3 Establish characteristics and evaluate against standards and product specifications 2.4 Measure moisture content and evaluate against standards and seasoning requirements 2.5 Redirect timber with inappropriate defects or contamination for energy recovery
3. Grade cypress	3.1 Visually stress grade cypress based on standards for the required structural grade according to workplace procedures 3.2 Diagnose and check characteristics with the greatest limiting effect on the grade 3.3 Assess the appearance, and mark and segregate sub-standard material for disposal, reuse or recycling according to workplace procedures and environmental requirements 3.4 Despatch graded material to appropriate storage location 3.5 Record and report results of grading according to workplace

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Numeracy	• Estimates timber sizes • Measures timber sizes • Uses standard units of measurements when estimating and measuring timber
Navigate the world of work	• Understands main tasks, responsibilities and boundaries of own role
Interact with others	• Uses modes of communication suitable to purpose to confirm and clarify understanding

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FWPCOT2251 Visually stress grade cypress	FWPCOT2217 Visually stress grade cypress	Reworded application statement; updated performance criteria to reflect environmental and workplace health and safety requirements; updated foundation skills; added performance evidence and knowledge evidence to map to performance criteria; updated unit code to reflect changes and meet compliance	Equivalent unit

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Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPCOT2251 Visually stress grade cypress

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 5.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that, on at least one occasion, the individual has visually stress graded cypress, and has:

- prepared for visually stress-grading cypress
- followed work order and relevant workplace health and safety and environmental protection procedures
- evaluated and visually stress graded cypress in readiness for processing or storage
- accurately identified characteristics and defects in cypress
- accurately interpreted grading standards and specifications
- worked safely and communicated effectively with others at the work site
- followed workplace policies and procedures, standards and codes of practice for visually stress-grading cypress
- recorded and reported grading activity.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- regulations, standards, codes of practice and established safe practices for visually stress-grading cypress, including Australian Standard AS2858
- workplace standards, policies and procedures for visually stress-grading cypress
- risks and hazards associated with grading timber
- grading markings and standards
- characteristics and properties of cypress
- visual stress-grading techniques and methods
- structural grade: structural conformity of the timber, consistency of the structural quality, and defects that may weaken strength, including knots, shakes and short grain

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- appearance of contamination, surface characteristics and grain pattern
- criteria for recycling and reusing sub-standard material
- recycling timber with inappropriate defects or contamination
- reusing timber with inappropriate defects or contamination
- redirecting timber with inappropriate defects or contamination for energy recovery
- storage systems and labelling procedures
- workplace communication channels and protocols
- procedures for recording and reporting workplace information
- strategies for identifying and resolving problems.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a timber processing or manufacturing facility or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - cypress for visual stress-grading
  - work order, workplace requirements and site standards for visually stress-grading cypress
  - vernier callipers
  - moisture meters (resistance and/or capacitance)
  - tapes
  - marking implements
  - personal protective equipment required for visually stress-grading cypress
- specifications:
  - work order with specific instructions for visually stress-grading cypress
  - workplace procedures for visually stress-grading cypress
  - regulations, standards, codes of practice and established safe practices, including Australian Standard AS2858.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPCOT2252 Band edges of panels

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 5.0.

Application

This unit of competency describes the skills and knowledge required to set up, operate and maintain edge banding machines that use automated processes to apply and finish edge treatments.

The unit applies to individuals who operate equipment and apply edge banding to timber panels in a forest and forest product factory setting.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Common Technical (COT)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for edge banding	1.1 Review work order to determine job requirements and, where required, seek clarification from appropriate personnel 1.2 Review workplace health and safety procedures, including the use of personal protective equipment, equipment lock-out and safe manual handling techniques 1.3 Identify, assess and take actions to mitigate risks and hazards

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	associated with banding edges of panels 1.4 Identify workplace environmental protection procedures for minimising and disposing of waste material, cleaning tools and equipment, and maximising energy efficiency 1.5 Identify type and quantity of panels to be edge-banded, and obtain panels 1.6 Select appropriate tools and equipment, and check for operational effectiveness according to manufacturer recommendations 1.7 Select edge banding process according to work order
2. Set up edge banding equipment	2.1 Follow lock-out procedures, set machine to suit material to be edged and adjust as required 2.2 Use equipment according to workplace safety procedures, manufacturer instructions and environmental protection practices 2.3 Conduct test runs to check machine operation, accuracy and quality of finished work and make adjustments to machine settings 2.4 Use suitable tested materials for processing, or reject and dispose of according to environmental protection practices
3. Apply edging	3.1 Feed panels into machine according to manufacturer instructions and safety procedures 3.2 Monitor machine operations to ensure product quality and output 3.3 Minimise waste by checking trim distances for cut off on each panel 3.4 Assess condition of panels and repair, recycle, reuse or dispose of sub-standard panels according to environmental protection practices 3.5 Identify routine processing and equipment faults, and resolve or report to appropriate personnel 3.6 Complete production and quality records and report according to procedures
4. Complete operator maintenance	4.1 Follow workplace safety procedures to lock out equipment 4.2 Check edging mechanisms for bluntness and build-up of glue, and rectify 4.3 Check and reload edge treatments according to manufacturer recommendations 4.4 Clear dust and debris from machine area

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	4.5 Record and report equipment faults and maintenance requirements to appropriate personnel

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Extracts key information from operational manuals to determine safe operating procedures for equipment
Writing	• Prepares routine written reports using required format, language and structure
Oral communication	• Employs active listening and questioning to clarify content of work orders
Numeracy	• Identifies quantities of required material within work orders, and counts raw materials • Reads basic numerical machine settings, and chooses according to panel dimensions • Performs basic calculations to determine trim distances for panels • Completes routine production records involving dimensions and quantities tallied against orders
Navigate the world of work	• Understands main tasks, responsibilities and boundaries of own role
Interact with others	• Uses modes of communication suitable to purpose to confirm and clarify understanding
Get the work done	• Recognises and responds to routine problems

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status

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FWPCOT2252 Band edges of panels	FWPCOT2224 Band edges of panels	Reworded application statement; updated performance criteria to reflect environmental and workplace health and safety requirements; updated foundation skills; added performance evidence to map to performance criteria; updated unit code to reflect changes and meet compliance	Equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPCOT2252 Band edges of panels

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 5.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has, on at least one occasion, operated equipment that applies edge banding to timber panels, and has:

- followed work order and relevant workplace health and safety and environmental protection procedures
- selected the appropriate machine settings for:
  - panel size
  - squareness
  - profile
  - edge treatment width
  - alignment of the edge treatment
  - speed of the application
  - trim allowances
  - glue application rates (if not glue-backed)
- applied edging to the timber panels in line with the work orders using one or more materials from the following list:
  - laminated veneer
  - chipboard
  - fibreboard
  - medium density fibreboard
- completed routine operator maintenance on equipment.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

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- environmental protection practices for forest products factory settings:
  - reducing water and energy use
  - cleaning plant, tools and equipment
  - disposing of, recycling and reusing timber
- key features of panel products and purpose of edging
- edge banding techniques:
  - checking the trim distances for cut off on each panel
- appropriate machine settings for:
  - panel size
  - squareness
  - profile
  - edge treatment width
  - alignment of the edge treatment
  - speed of the application
  - trim allowances
  - glue application rates (if not glue-backed)
- types, purpose, features, operation and basic non-specialist repair and maintenance of tools and equipment used for banding edges of panels:
  - automated edge banding machines
  - mechanical edge banding machines
  - glue-backed veneer edge strip role
  - timber edging strips
  - laminate edge stripping (glue-backed or glued, on a roll or in strips)
- methods for assessing condition of edging mechanisms
- workplace procedures specific to banding edges of panels:
  - workplace health and safety, with particular emphasis on equipment lock-out
  - use and maintenance of equipment
  - communication reporting lines.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a forest product factory setting or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - automated edge banding machines or mechanical edge banding machines
  - glue-backed veneer edge strip roll
  - timber edging strips
  - laminate edge stripping (glue-backed or glued, on a roll or in strips)

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  - maintenance tools and equipment for edging mechanisms
  - personal protective equipment suitable for banding edges of panels
  - a diverse, comprehensive and commercial product range of panels
  - template documents for recording production outcomes and equipment faults
- specifications:
  - manufacturer instructions for use, repair and maintenance of equipment
  - work order with specific instructions for banding the edges of panels
  - workplace procedures for banding edges of panels.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPCOT2253 Fell trees manually (basic)

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to assess and fell basic trees manually using a chainsaw, and to complete routine operator chainsaw maintenance.

Trees typical to the scope of this unit may have some of the following characteristics:

- lean and distribution of the crown weight does not create a complex situation to assess, place the cut or fall
- no excessive lean
- no visible damage or defect
- uniform in structure
- species that are not prone to free splitting and adverse reactions during felling
- single stem or non-complex multi-stems
- small or medium diameter that can be safely felled using standard and basic felling techniques
- site characteristics that do not add significant complexity to the operation.

The unit applies to individuals who fell basic trees as part of arboriculture, forestry, agriculture, conservation and land management, local government, emergency services and other government agency operations. With the exception of minor forest produce, this unit does not apply to commercial harvesting operations.

All work must be carried out to comply with workplace procedures, according to state/territory health and safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

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Unit Sector

Common Technical (COT)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for felling	1.1 Determine job requirements from work order or instruction and, where required, seek clarification from appropriate personnel 1.2 Confirm safety and environmental protection requirements for the task according to workplace procedures 1.3 Identify, assess and take actions to mitigate risks and hazards associated with operation of chainsaws 1.4 Identify, assess and determine felling requirements of trees to be felled according to work order or instruction 1.5 Consult and maintain communication with team members and other appropriate personnel to ensure that work is coordinated effectively with others in the workplace 1.6 Select, fit and use personal protective equipment 1.7 Obtain tools and equipment needed for the work, and check for correct operation and safety
2. Assess site conditions and surroundings	2.1 Inspect site for conditions likely to affect safe implementation of felling activities 2.2 Identify and report site environmental conditions to appropriate personnel 2.3 Determine fall zone and implement control measures to minimise risks and hazards in the zone according to safe work procedures 2.4 Monitor location and activity of other personnel on the worksite and implement control measures according to workplace safety procedures
3. Assess tree and plan felling	3.1 Identify trees considered outside own skill level, and seek assistance from appropriate personnel where required 3.2 Assess tree visually to identify felling characteristics, defects and stresses within tree 3.3 Confirm that tree is safe to fell 3.4 Assess and check required felling direction and possible deviation

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	3.5 Plan sequence of cuts to fell tree according to workplace felling procedures 3.6 Identify suitable escape routes, and clear routes of growth and other obstacles according to environmental care, workplace and regulatory requirements
4. Apply tree felling techniques	4.1 Fell individual trees using selected cutting techniques according to current Australian Standards and industry codes of practice 4.2 Adjust cutting technique in response to movement and condition of tree 4.3 Use planned escape route when tree starts to fall, and monitor the fall of the tree until all movement has stopped 4.4 Delay movement back into the felling area until all tree material, including material from adjacent tree crowns, has fallen or is stable enough to allow safe access back into the felling area 4.5 Report trees that are hung-up to appropriate personnel according to workplace procedures 4.6 Dispose of waste materials according to environmental and workplace requirements
5. Maintain chainsaw and cutting attachments	5.1 Follow workplace health and safety procedures and manufacturer instructions to lock out equipment 5.2 Inspect chainsaw on completion of activities 5.3 Inspect for damage to chainsaw and cutting attachments, and tag for repair, service or replacement according to workplace requirements and manufacturer recommendations 5.4 Remove, clean, adjust, sharpen or replace chain and other components according to workplace requirements and manufacturer recommendations

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description

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Skill	Description
Reading	• Interpret workplace documentation to determine requirements
Writing	• Use technical and workplace specific vocabulary to accurately and legibly complete workplace records and forms
Oral communication	• Select and use appropriate spoken communication strategies with work colleagues and other personnel on site when felling trees • Interpret hand signals with other operators to ensure safe tree felling
Numeracy	• Complete routine calculations and report on size, length and diameter of felled trees

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FWPCOT2253 Fell trees manually (basic)	FWPCOT2236 Fall trees manually (basic)	Changes to Application Updated and added new Performance Criteria Reworded Elements Updated Foundation Skills, Performance Evidence Knowledge Evidence and Assessment Conditions	Equivalent

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPCOT2253 Fell trees manually (basic)

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has assessed, planned and conducted the felling of four basic trees following workplace policy and procedures and current workplace health and safety legislation and regulations.

In completing this work, the individual must demonstrate that, for each tree, the felling technique was consistent with current Australian Standards and industry codes of practice applicable to tree felling operations.

There must also be evidence that in felling each tree, the individual has made a standard scarf cut facing the direction of intended fall. In performing this cut, the individual must have ensured that:

- the scarf cut includes a top cut angled at 45° and a depth of 1/4 of the tree diameter and a horizontal flat bottom cut that meets precisely with the lowest part of the top cut
- the back cut is parallel to and above the scarf line by 1/10 of the tree diameter
- a minimum 10% of the tree diameter remains uncut, leaving hinge wood.

There must also be evidence that, on at least one occasion, the individual has inspected and carried out routine maintenance on one chainsaw and its cutting attachments according to manufacturer requirements.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- Australian Standards and codes of practice applicable to tree felling operations
- hazards and risks related to felling trees with chainsaws, and methods to minimise associated risks:
  - physical conditions of the site
  - unsafe/hazardous trees

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    - fire and other emergency situations
    - overhead and underground services
    - nearby structures
    - standing vegetation in the intended direction of fall
    - falling branches
    - weather conditions
    - impediments of escape routes
    - vehicle and traffic access
    - people on or near worksite
    - machinery on or near worksite
    - carrying and transporting a chainsaw
    - user fatigue
- hazards related to maintaining chainsaws, and methods to minimise associated risks
- features of unsafe/hazardous basic trees and defects of trees and how they affect tree felling activities
- characteristics of basic trees
- methods used to identify basic trees:
    - that contain hazards and are deemed unsafe to fell
    - that are considered outside own skill level
    - where cuts made may lead to loss of control of tree in felling
- types and purposes of cuts to fell basic trees, including scarf cutting and back cutting using different methods to provide hinge wood and wedges to maintain control of tree
- methods for assessing chain condition
- types, safe use, operation and maintenance of chainsaws, support tools and attachments
- workplace procedures specific to felling trees with chainsaws:
    - workplace health and safety, with particular emphasis on equipment lock-out, use of personal protective equipment (PPE), safe manual handling and fire prevention measures
    - communication reporting lines
    - recording and reporting repairs, maintenance activities and equipment faults
- environmental protection measures that meet legal obligations and requirements of the industry, state and local standards and/or codes of practice for felling trees with chainsaws:
    - protection of natural and cultural assets
    - cleaning plant, tools and equipment
    - disposing of, recycling and reusing materials
    - disposing of hazardous substances.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

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- physical conditions:
  - skills must be demonstrated in the workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - chainsaw and accessories
  - suitable trees to fell
  - PPE required in tree felling operations
  - communication system
- specifications:
  - access to workplace safety and environmental policies and procedures applicable to tree felling and chainsaw operations
  - access to site emergency procedure
  - access to workplace standard operating procedures or operator manual for chainsaws.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPCOT2254 Maintain chainsaws

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 6.0.

Application

This unit of competency describes the knowledge and skills required to maintain fuel or electrically powered hand-held chainsaws. The unit includes completing routine maintenance service as well as periodic maintenance servicing and chain sharpening.

The unit applies to individuals who maintain chainsaws for or as part of arboriculture, forestry, horticulture, agriculture, conservation and land management, local government, emergency services and other government agency operations.

All work must be carried out to comply with workplace procedures, according to state/territory health and safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Common Technical (COT)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for chainsaw maintenance	1.1 Determine maintenance requirements from work order or instruction and, where required, seek clarification from appropriate personnel

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.2 Confirm safety and environmental requirements for the task according to workplace procedures 1.3 Identify, assess and take actions to mitigate risks and hazards associated with chainsaw maintenance activities 1.4 Plan chainsaw maintenance activities according to manufacturer and workplace requirements 1.5 Consult with team members and other appropriate personnel to ensure that chainsaw maintenance activities are coordinated effectively with others in the workplace 1.6 Obtain tools and equipment needed for the chainsaw maintenance activities, and check for correct operation and safety 1.7 Select, fit and use personal protective equipment
2. Complete chainsaw maintenance	2.1 Follow workplace safety procedures and manufacturer instructions to lock out equipment 2.2 Complete routine and frequently required service requirements on chainsaws according to manufacturer instructions and workplace requirements 2.3 Complete periodic service requirements on chainsaws according to manufacturer recommendations and workplace requirements 2.4 Check chain for bluntness or damage 2.5 Remove, sharpen, adjust and replace chain and other components according to manufacturer requirements 2.6 Identify, diagnose, tag and report chainsaw faults, malfunctions or irregular operation for repair or replacement 2.7 Reassemble serviced chainsaw components, check for operational effectiveness, apply lock-out tag as required and store
3. Complete maintenance records and clean up	3.1 Clear and clean work area according to workplace procedures 3.2 Clean, inspect for serviceability and store tools and equipment 3.3 Dispose of, recycle or reuse waste materials according to workplace requirements and environmental protection practices 3.4 Complete, process and maintain records and reports according to workplace procedures

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Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret workplace documentation to determine requirements
Writing	• Use technical and workplace specific vocabulary to accurately and legibly complete workplace records and forms
Oral communication	• Ask questions and actively listen to clarify contents of work plans
Numeracy	• Calculate ratios and measure quantities of oils and fuels

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FWPCOT2254 Maintain chainsaws	FWPCOT2237 Maintain chainsaws	Clarified Application Updated and added new Performance Criteria Added new knowledge items Updated Foundation Skills, Performance Evidence and Assessment Conditions	Equivalent

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPCOT2254 Maintain chainsaws

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that, on one occasion, the individual has:

- completed the routine and frequently required service requirements for one chainsaw according to manufacturer instructions
- completed the periodic service requirements for one chainsaw according to manufacturer instructions
- checked and sharpened at least two chains according to manufacturer instructions.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- types, purpose, features and operation of chainsaws
- features and names of different parts of fuel powered and electrically powered chainsaws
- purpose, features and operation of tools and equipment used in chainsaw maintenance activities
- specifications and types of bars, chains and sprockets
- differences between frequent and periodic chainsaw maintenance requirements
- techniques for:
  - removing chains and other chainsaw components
  - assessing chain condition
  - sharpening chains to specified requirements
  - reassembling chainsaw components
  - assessing battery condition, if applicable, and visually inspecting state of electrical cords and plugs for electrically powered chainsaws
- hazards associated with maintaining chainsaws, and methods to minimise associated risks:
  - noise
  - fumes

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  - mechanical vibration
  - hazardous substances
  - cuts
  - burns
  - rotating parts
  - electric shock for electrically powered chainsaws
- workplace procedures specific to maintaining chainsaws:
  - workplace health and safety, with particular emphasis on equipment lock-out, use of personal protective equipment (PPE) and safe manual handling
  - communication reporting lines
  - recording and reporting repairs, maintenance activities and equipment faults
- environmental protection practices relevant to maintaining chainsaws:
  - cleaning plant, tools and equipment
  - disposing of, recycling and reusing materials
  - disposing of hazardous substances.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a workplace location or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - fuel or electrically powered hand-held chainsaws
  - tools and equipment used to maintain chainsaws
  - consumable chainsaw parts, oil and fuel
  - PPE required in chainsaw maintenance activities
- specifications:
  - access to work order or instruction detailing chainsaw maintenance activities to be carried out by operator
  - access to workplace safety and environmental policies and procedures applicable to chainsaw maintenance activities
  - access to workplace standard operating procedures or operator manual for chainsaws.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPCOT2255 Store materials

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to receive, check conformity and store packs of timber and timber products in a timber racking system and storage bay.

The unit applies to sawmill workers, production workers or manufacturing assistants who undertake specified activities under the direction of more experienced workers.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Common Technical (COT)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Receive materials	1.1 Determine job requirements from work order or instructions, and where required, seek clarification from appropriate person 1.2 Confirm safety and environmental requirements for the task according to workplace procedures 1.3 Select, fit and use personal protective equipment (PPE) 1.4 Release or unbind packs in a clear area to avoid obstruction of

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	walkways, personal injury and damage to material 1.5 Check material tallies against job quantity list and conformity against product specification 1.6 Report packs not meeting work order requirements or containing contaminated material to appropriate person
2. Prepare for storage	2.1 Determine method of handling products, and select lifting equipment or request assistance with lifting 2.2 Inspect and check the type and quantity of material for grading, labelling and storage 2.3 Sort and safely place materials to be stored on a stand, frame or on the ground 2.4 Regularly clear area of packing and loose material according to workplace safety requirements 2.5 Select and isolate required storage locations according to workplace procedures
3. Categorise, store and record materials	3.1 Separate material into grade, size, quality and category to meet product specification 3.2 Designate and label storage locations and safely store materials in designated areas 3.3 Discard material not meeting quality standard requirements 3.4 Complete and maintain records according to workplace procedures
4. Clean up	4.1 Clean work area and dispose of, recycle or reuse leftover material according to workplace environmental requirements 4.2 Clean and maintain tools, and report any faulty or damaged tools 4.3 Return tools and equipment to allocated storage areas

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description

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Skill	Description
Reading	• Interpret relevant information from workplace documentation to safely handle and store materials
Oral communication	• Ask questions and actively listen to clarify contents of work orders

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FWPCOT2255 Store materials	FWPCOT2228 Store materials	Application clarified Element added and Performance Criteria re-sequenced Foundation Skills and Assessment Requirements updated	Equivalent

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPCOT2255 Store materials

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has received, prepared and stored a minimum of three packs containing different products into an allocated storage area, and:

- visually checked product for alignment with quality and grade
- applied manual or mechanical handling techniques according to workplace safety procedures.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- workplace policies and procedures relevant to receiving and storing timber products
- methods of visual estimation, grading, colour identification and tagging
- industry standard lengths, cross sections, appearance grades of timber products
- processes, procedures and techniques for storing timber and timber products
- workplace safety requirements relevant to storing timber materials:
  - personal protective equipment (PPE)
  - hazardous manual handling
  - exposure to dust
- requirements for disposing of waste according to workplace safety and environmental procedures
- purpose, features and operation of lifting equipment:
  - fork lifts
  - slings
  - trolley jacks
  - gantry cranes
  - loaders
- procedures for recording and reporting receipt of stock.

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Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a timber manufacturing or processing facility or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - packs of timber products
  - mechanical lifting equipment
  - PPE
- specifications:
  - access to workplace environmental policies and procedures relating to disposal of waste applicable to storing timber materials
  - access to work orders and workplace safety procedures relating to handling and storing timber materials
  - access to workplace procedures and forms for storing and recording storage outcomes
- relationships:
  - team members/supervisor to confirm work orders and report work-related issues.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPCOT2256 Trim and cut felled trees

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 6.0.

Application

This unit describes the skills and knowledge required to trim and cut felled trees with a chainsaw and complete operator maintenance.

The unit applies to individuals who trim and cut felled trees as part of arboriculture, forestry, agriculture, conservation and land management, local government, emergency services and other government agency operations. With the exception of minor forest produce, this unit does not apply to commercial harvesting operations.

All work must be carried out to comply with workplace procedures, according to state/territory health and safety regulations, legislation, standards and industry codes of practice that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Common Technical (COT)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for trimming and cutting felled trees	1.1 Determine job requirements from work order or instruction and, where required, seek clarification from appropriate personnel 1.2 Confirm safety and environmental requirements for the task

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	according to workplace procedures 1.3 Identify, assess and take actions to mitigate risks and hazards associated with trimming and cutting felled trees 1.4 Plan trimming and cutting activities according to work order or instruction and environmental conditions 1.5 Consult and maintain communication with team members and other appropriate personnel to ensure that work is coordinated effectively with others in the workplace 1.6 Obtain tools and equipment needed for the work, and check for correct operation and safety 1.7 Select, fit and use personal protective equipment
2. Assess felled trees visually	2.1 Inspect site for conditions likely to affect safe implementation of trimming and cutting activities 2.2 Identify and report site environmental conditions to supervisor 2.3 Assess felled tree visually to identify defects and stresses within felled tree 2.4 Mark felled trees too dangerous to cut safely, and refer to appropriate personnel
3. Plan cutting felled trees	3.1 Move or stabilise felled tree for safe cutting according to workplace procedures 3.2 Select cutting pattern to optimise time and ensure efficient removal of sections 3.3 Identify options for utilisation of product 3.4 Plan cutting sequence to maintain control of cut sections and minimise cutting problems 3.5 Select cutting positions, considering felled tree stresses 3.6 Clear debris from work area to allow safe access and prevent saw damage and personal injury
4. Use chainsaw to trim and cut felled trees	4.1 Monitor location and movement of other personnel, and modify work to ensure safety 4.2 Establish and maintain communication with team members to ensure safety 4.3 Secure felled tree section on each side of planned cut as required, and evaluate and control potential movement

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	4.4 Operate chainsaw to cut felled tree and limbs, and adjust cutting technique in response to movement and condition of felled tree and limbs 4.5 Apply retrieval techniques for stuck, pinched or jammed part of chainsaws 4.6 Prepare cut sections for removal from site
5. Complete equipment maintenance	5.1 Follow workplace safety procedures and manufacturer instructions to lock out equipment 5.2 Check chain for bluntness or damage 5.3 Remove, sharpen, adjust or replace chain and other components according to manufacturer recommendations 5.4 Report trimming and cutting records, equipment faults and maintenance requirements to appropriate personnel

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret workplace documentation to determine requirements
Writing	• Use technical and workplace specific vocabulary to accurately and legibly complete workplace records and forms
Oral communication	• Ask questions and actively listen to clarify contents of work plans

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FWPCOT2256 Trim and cut felled trees	FWPCOT2239 Trim and cut felled trees	Minor changes to Application, Performance	Equivalent

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Code and title current version	Code and title previous version	Comments	Equivalence status
		Criteria and Knowledge Evidence Added new Performance Criteria Updated Foundation Skills, Performance Evidence and Assessment Conditions	

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPCOT2256 Trim and cut felled trees

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has:

- assessed, planned and conducted the trimming and cutting of six felled trees using a chainsaw and demonstrated three or more cut types from the list below:
  - bridging cuts
  - swinging cuts
  - side bind cuts
  - boring cuts
  - wedge cuts
  - ripping cuts
  - step cuts.

In performing this work, there must be evidence that the individual has:

- followed workplace policies and procedures, current workplace health and safety legislation, regulations and related industry standards and codes of practice applicable to trimming and cutting felled tree operations
- checked and sharpened or changed a saw chain post trimming and cutting operation on one occasion according to manufacturer instructions.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- environmental protection measures suitable for a worksite where trimming and cutting operations are performed:
  - noise control
  - protection of flora, fauna and habitat

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  - protection of soil
  - protection of water
  - disposal, recycling and reuse of waste
  - cleaning of plant, equipment and tools
  - protection of adjacent land uses and fixed assets
  - vehicle control
  - access restrictions
  - fire prevention
  - protection of cultural heritage
- hazard control measures suitable for a worksite where trimming and cutting operations are performed, related to:
  - trees and other vegetation
  - ground conditions
  - noise
  - fire and other emergency situations
  - vehicle and traffic access
  - foot access
  - plant, tools and equipment
  - weather conditions
  - adjacent land uses
  - dangerous goods
- tree defects and how they affect tree cutting activities:
  - splits
  - falling damage
  - fire damage
  - insect infestation
  - pipe
  - shake
  - twist
  - knots and resin pockets
  - the presence of foreign bodies such as stakes and nails
- felled tree stresses and how they affect tree cutting activities:
  - tension (fibres being stretched)
  - compression (fibres being squashed)
  - neutral fibres
- chainsaw cutting techniques:
  - bridging cut
  - swinging cut
  - side bind cut
  - boring cut

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  - wedge cut
  - ripping cut
  - step cut
- cutting patterns used to optimise time and recovery of product from felled trees
- cutting sequences used to maintain control of cut sections and minimise cutting problems
- purpose and procedures for routine operator maintenance of chainsaws
- procedures used to free a pinched or stuck chainsaw
- methods for assessing chain condition
- workplace procedures specific to felled tree trimming and cutting activities:
  - workplace health and safety, with particular emphasis on equipment lock-out and use of personal protective equipment (PPE)
  - communication reporting lines
  - reporting felled tree cutting outcomes, equipment faults and maintenance requirements.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting
- resources, equipment and materials:
  - chainsaw and accessories
  - suitable felled trees to trim and cut
  - PPE required in trimming and cutting felled trees
  - communication system
- specifications:
  - access to workplace safety and environmental policies and procedures applicable to trimming and cutting operations and chainsaw use
  - access to workplace standard operating procedures or operator manual for chainsaws.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPCOT2257 Use hand-held tools

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to select and use a variety of manual and powered hand-held tools for various tasks and complete basic non-specialist maintenance.

The unit applies to production workers, manufacturing assistants, timber manufacturing workers and sawmill workers who undertake specified activities under the direction of more experienced workers.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Common Technical (COT)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare to use hand-held tools	1.1 Determine job requirements from work order or instruction and, where required, confirm with appropriate person 1.2 Confirm safety requirements for using hand-held tools according to workplace safety procedures 1.3 Select, fit and use personal protective equipment (PPE)

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.4 Select hand-held tools appropriate for tasks and check for serviceability and safe operation according to manufacturer instructions 1.5 Identify unsafe, faulty or damaged tools, remove from service and mark for repair or replacement according to workplace procedures
2. Operate and maintain hand-held tools	2.1 Use hand and power tools according to workplace safety procedures and manufacturer instructions 2.2 Apply appropriate techniques when using tools to produce required production outcomes 2.3 Check tool operation regularly to assess need for sharpening and other maintenance requirements 2.4 Complete basic non-specialist maintenance for hand and power tools according to manufacturer recommendations and workplace safety procedures 2.5 Record and report tool faults, serviceability issues and maintenance requirements to appropriate person
3. Clean up	3.1 Clean work area and dispose of, recycle or reuse leftover material according to workplace environmental policies and procedures 3.2 Clean and maintain hand-held tools, and report any faulty or damaged tools 3.3 Store tools according to workplace procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret relevant information from workplace and manufacturer documentation to safely use and maintain hand-held tools
Oral communication	• Ask questions and actively listen to clarify work orders or job task instructions

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FWPCOT2257 Use hand-held tools	FWPCOT2219 Use hand-held tools	Application clarified Element added Performance Criteria Foundation Skills and Assessment Requirements reviewed and updated	Equivalent

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPCOT2257 Use hand-held tools

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has selected and safely used the correct hand-held tools for at least three wood product processing or manufacturing tasks.

In doing this, the individual has:

- selected, fitted and correctly used personal protective equipment (PPE)
- used at least three of the following tools:
  - handsaw
  - knife
  - chisel
  - hammer
  - hand drill
  - file
  - rasp
- used each of the following power or battery operated tools:
  - drill
  - grinder
  - sander
  - saw
  - nail gun
- used tools according to manufacturer instructions
- completed basic non-specialist maintenance for each of the tools used, according to manufacturer recommendations to:
  - sharpen
  - clean
  - lubricate
  - tighten
  - adjust

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- check consumable components for bluntness, wear and other damage
- remove and replace consumable components.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- types of hand and power tools, and their functional and operational features:
  - techniques and safe use
  - non-specialist repair and maintenance
  - identifying and tagging faulty/damaged equipment
- battery operated power tools
- workplace safety requirements relevant to using hand-held manual and powered tools:
  - PPE
  - electrical hazards – use of residual current devices (RCD)
  - equipment lock-out
  - exposure to dust
  - exposure to excessive noise
- workplace procedures relevant to using, maintaining and storing hand-held-tools
- manufacturer specifications and operating instructions for hand-held tools
- environmental requirements for disposing of waste and used consumables relevant to using hand-held tools
- recording and reporting equipment faults and maintenance requests according to workplace or manufacturer policies and procedures.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a timber manufacturing or processing facility or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - manual and powered hand-held tools according to the Performance Evidence
  - PPE
- specifications:
  - access to work orders or instructions detailing wood product processing tasks to be conducted by the operator
  - access to workplace safety and environmental policies and procedures applicable to using manual and powered hand-held tools
  - access to manufacturer specifications and operator instructions for use and maintenance of manual and powered hand-held tools

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- relationships:
  - person to confirm work orders and job tasks and report issues with workplace safety or hand-held tools to.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPCOT2258 Assemble products

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to assemble construction-ready timber products. This unit includes preparing for assembly work, assembling timber products, installing assembly hardware and stacking, strapping and labelling timber products ready for transportation.

The unit applies to individuals who assemble products in a timber product manufacturing facility.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Common Technical (COT)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for assembly work	1.1 Determine job requirements from work order or instruction and construction plans and, where required, seek clarification from appropriate person 1.2 Confirm safety requirements for the task according to workplace safety procedures 1.3 Identify, assess and take actions to mitigate risks and hazards

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	associated with the assembly of timber products 1.4 Identify workplace environmental requirements for minimising and disposing of waste material, recycling and reusing materials and cleaning tools and equipment 1.5 Consult with team members and other appropriate personnel to ensure that work is coordinated effectively with others in the workplace 1.6 Locate tools and equipment needed for the work, and check for correct operation and safety 1.7 Identify and obtain the type and quantity of material and hardware to be assembled 1.8 Select, fit and use personal protective equipment 1.9 Identify and prepare set-up jigs required for assembly
2. Set up timber components	2.1 Select timber components from the pre-cut materials list 2.2 Reject material with defects and dispose of following environmental requirements 2.3 Use equipment following workplace safety requirements and manufacturer instructions 2.4 Position and clamp timber components in jigs ready for joining, and check for allowable faults, joins and grain according to construction standards and grading rules
3. Install assembly hardware	3.1 Position and install hardware on joints according to construction plans 3.2 Identify and correct assembly faults as required 3.3 Identify routine processing and equipment faults and resolve or report to appropriate personnel
4. Prepare timber products for despatch and report	4.1 Check finished timber product for quality, and label according to work order 4.2 Remove timber product from jigs and safely stack in a designated location 4.3 Strap, pack and label finished timber products ready for transportation 4.4 Avoid wastage of strapping and packaging materials and maximise use of recycled materials

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	4.5 Complete quality records and report production outcomes, equipment faults and maintenance requirements according to workplace procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Extract relevant product information and job requirements from organisational and workplace documentation
Writing	• Complete basic clear labels for product identification and transportation • Use industry terminology to accurately complete records
Oral communication	• Ask questions and actively listen to clarify contents of work plans • Use clear and unambiguous language to coordinate work with team members
Numeracy	• Count individual components and hardware and add together to calculate total quantities of appropriate sizes • Complete routine calculations for component layouts

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FWPCOT2258 Assemble products	FWPCOT2230 Assemble products	Application and Foundation Skills updated and reworded Performance Criteria updated and re-sequenced Performance Evidence and Knowledge Evidence	Equivalent

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Code and title current version	Code and title previous version	Comments	Equivalence status
		updated and reworded Assessment Conditions updated	

Links

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Assessment Requirements for FWPCOT2258 Assemble products

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has, on three different occasions:

- assembled one or more timber products from the following list:
  - pallets
  - crates
  - trellis
  - stairs
  - doors
  - windows
  - beams
- prepared the timber products for transportation
- completed associated workplace documents
- followed work order or instruction, policies and procedures and current workplace safety and environmental requirements in completing the task

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- workplace environmental requirements for assembling timber products
- regulations and standards related to timber products and grading
- workplace safety requirements for assembling timber products:
  - personal protective equipment (PPE)
  - equipment lock-out
  - use of equipment
  - electrical hazards
  - hazard identification and control measures

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  - exposure to excessive noise
  - exposure to dust
- methods, processes and techniques for:
  - assembly sequences
  - storage layout and stacking finished timber products
- workplace requirements for recording and reporting production outcomes and equipment faults
- typical timber component defects and how these affect the ability to produce a quality finished product:
  - warp
  - wane
  - cupping
  - shakes
  - insect defects
  - knots
  - resin pockets
- typical assembly faults triggering a correction to ensure timber product quality:
  - incorrectly positioned joints
  - timber splits from nailing
  - incorrectly positioned hardware
- types, purpose, features and operation of tools, equipment and assembly hardware used for assembling timber products:
  - measuring equipment
  - assembly jigs
  - staple guns
  - nail guns
  - compressed air safety and operation
  - marking equipment
  - strapping equipment
  - nail gun nails
  - staples.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a timber product manufacturing facility or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - tools and equipment used to assemble timber products

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  - assembly hardware
  - PPE suitable for assembling timber products
  - pre-cut sections of timber for using to assemble timber products
- specifications:
  - access to work order or instruction detailing timber products to be assembled by operator
  - access to timber product construction plans
  - access to workplace safety and environmental policies and procedures applicable to timber product assembly
  - access to workplace procedures and forms for recording production outcomes and equipment maintenance and faults
  - manufacturer specifications for equipment used to assemble timber products.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPCOT2259 Cut materials with a hand-held chainsaw

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to prepare and cut timber and polymer materials with a hand-held chainsaw. This unit includes preparing for work, cutting materials, maximising volume and quality of recovery material, and performing routine operator maintenance.

The unit applies to individuals who cut materials with a hand-held chainsaw in a variety of work settings, including sawmills, forest product manufacturing facilities, timber yards, horticultural environments, construction, polymer processing and other manufacturing settings.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Common Technical (COT)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for operation	1.1 Determine job requirements from work order or instruction and, where required, seek clarification from appropriate person 1.2 Confirm safety requirements for the task according to workplace safety procedures

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.3 Identify, assess and take actions to mitigate risks and hazards associated with using a hand-held chainsaw 1.4 Identify workplace environmental requirements for minimising and disposing of waste material, recycling and reusing materials and cleaning tools and equipment 1.5 Consult with team members and other appropriate personnel to ensure that work is coordinated effectively with others in the workplace 1.6 Locate hand-held chainsaw and other support equipment needed for the work and check for correct operation and safety 1.7 Select, fit and use personal protective equipment 1.8 Conduct pre-start-up checks of saw to determine serviceability according to manufacturer instructions
2. Cut material	2.1 Assess materials visually to identify defects that may present unsafe work conditions, and review cutting plan 2.2 Place cutting supports to ensure a stable base 2.3 Cut materials within workplace standard tolerances for length and angle relative to centre line 2.4 Use cutting techniques to cut materials to industry standard lengths, maximising volume and quality of recovery material 2.5 Operate chainsaw effectively according to manufacturer recommendations 2.6 Clear and dispose of debris according to workplace procedures and environmental requirements 2.7 Complete production and quality reports according to workplace procedures 2.8 Identify processing problems and equipment faults and report to appropriate personnel
3. Perform routine operator maintenance	3.1 Isolate, clean and maintain chainsaw according to manufacturer recommendations and workplace procedures 3.2 Identify blunt or damaged chain, and remove, replace or sharpen and adjust chain according to workplace procedures and manufacturer recommendations 3.3 Record and report maintenance activities to appropriate personnel

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Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Extract relevant information and job requirements from relevant documentation
Writing	• Use technical and workplace specific vocabulary to accurately and legibly complete workplace records and forms
Oral communication	• Ask open and closed probing questions and actively listen to clarify job requirements • Give clear and sequenced information and ask clarifying questions when coordinating tasks with team members and others

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FWPCOT2259 Cut materials with a hand-held chainsaw	FWPCOT2238 Cut materials with a hand-held chainsaw	Application wording updated Element reworded and Performance Criteria reviewed, updated and re-sequenced Foundation Skills and Assessment Requirements reviewed and updated	Equivalent

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPCOT2259 Cut materials with a hand-held chainsaw

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has:

- assessed and cut twenty individual pieces of material with a hand-held chainsaw to industry standard lengths, maximising volume and quality of recovery material
- followed a work order or instruction, workplace policy and procedures and current workplace safety and environmental requirements in completing the task
- inspected and carried out routine operator maintenance on one hand-held chainsaw.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- industry standards related to the safe use of hand-held chainsaws
- workplace environmental requirements for safe disposal of waste material
- workplace safety requirements related to the use of a hand-held chainsaw to cut materials:
  - hazards and control measures
  - exposure to dust
  - hazardous manual tasks
  - personal protective equipment (PPE)
- functions and operation of a hand-held chainsaw:
  - procedures, checks, start-up and shut-down procedures
  - capability and limitations
- communication channels and protocols to maintain safety
- types of defects in materials that can affect processing and cause risk
- workplace requirements for recording and reporting workplace and operational information.

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Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a manufacturing or processing facility, timber yard, horticultural setting or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - a hand-held chainsaw and maintenance tools and equipment
  - PPE
  - materials for cutting
- specifications:
  - access to work order or instruction detailing the cutting activity to be conducted by operator
  - access to workplace safety and environmental policies and procedures applicable to cutting materials using a hand-held chainsaw
  - access to workplace procedures and forms for recording production outcomes and hand-held chainsaw maintenance and faults
  - manufacturer specifications for hand-held chainsaw
- relationships:
  - person to confirm work orders, coordinate workplace tasks and report maintenance activities.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPCOT2260 Tally material

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to prepare and record manual or electronic tallies of finished material packs and contents of their individual pieces.

The unit applies to production workers, sawmill workers, manufacturing assistants and timber products workers who undertake specified activities under the instruction of more experienced workers.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Common Technical (COT)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for tallying	1.1 Determine job requirements from work order or instruction and, where required, seek clarification with appropriate person 1.2 Identify location of material to be tallied and arrange access according to workplace procedures 1.3 Select tallying tools according to materials being tallied and workplace procedures

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.4 Identify and control workplace hazards according to workplace safety procedures to ensure safety of self and others 1.5 Select, fit and use personal protective equipment (PPE) 1.6 Plan tallying activities according to work order, and to ensure continuous workflow
2. Record piece or pack details	2.1 Count pieces and packs and legibly and accurately record according to workplace procedures 2.2 Clear work area regularly according to workplace safety and environmental requirements to maintain a safe and efficient workflow 2.3 Monitor and replace supply levels of tally sheets, bar coding material or other tallying documentation 2.4 Check packs to ensure conformance with quality specifications and work orders 2.5 Identify non-conforming or and damaged material, and report to appropriate personnel 2.6 Record and report tallying results manually or electronically according to workplace procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Identify and interpret essential tallying information from workplace procedures and work orders
Oral communication	• Ask questions and actively listen to clarify work orders or instructions • Use clear and concise language and industry and workplace specific terminology when reporting operational or product issues
Numeracy	• Count and tally numbers of product pieces and packs • Complete routine tallying for timber volumes or lineal metres in a pack • Input accurate numerical data for routine tallying records and

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Skill	Description
	reports

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FWPCOT2260 Tally material	FWPCOT2210 Tally material	Minor grammatical and editorial changes to Application and Performance Criteria Foundation Skills reviewed Assessment Requirements reviewed and updated	Equivalent

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPCOT2260 Tally material

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has:

- completed tallying of at least two different work orders including both timber and hardware items and fittings, and has also completed a tallying task for either:
  - a pack of random timber cross-sections, lengths or panel sizes or
  - a pack of set timber cross-sections, lengths or panel sizes
- completed tally sheets or electronic records for each tallying job
- completed records for non-conformances and damaged material identified during each tallying job.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- manual and electronic methods used to tally material in a forest product processing setting
- format, content and use of industry and workplace specific procedures to record and report tallies
- industry standard sizing and names for timber, timber profiles and boards
- industry and workplace standards and specifications for packaging timber products
- features of non-conformant packs
- purpose, features and use of tools for tallying in a forest products processing setting, including:
  - cyclic or periodic stocktaking
  - electronic bar coding equipment
  - manual tally sheets
- workplace procedures relevant to tallying material:
  - communication reporting lines
  - recording and reporting non-conformances and damaged material

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    - recording and reporting tallying results
- workplace safety requirements relevant to tallying materials:
    - hazard identification and controls
    - personal protective equipment (PPE)
    - manual handling.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
    - skills must be demonstrated in a timber manufacturing or processing facility or an environment that accurately represents workplace conditions
- resources, equipment and materials:
    - timber packs, timber and hardware items and fittings for tallying
    - PPE
    - tallying and recording tools and equipment
- specifications:
    - access to work orders or instructions detailing the tallying activity to be conducted
    - access to workplace safety and environmental policies and procedures applicable to tallying materials
    - access to workplace procedures and forms for recording tallies
- relationships:
    - person to confirm work orders and report production and quality issues.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPCOT2261 Process orders and prepare for despatch

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to process orders, select, compile and wrap products, and prepare orders for despatch.

The unit applies to sawmill workers, production workers and manufacturing assistants who undertake specific activities under the direction of more experienced workers.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Common Technical (COT)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for product orders	1.1 Determine job requirements from work order and consignment documentation, seeking clarification from appropriate person where required 1.2 Plan, schedule and sequence order processing according to workplace procedures 1.3 Confirm safety requirements for task according to workplace safety procedures

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.4 Select, fit and use personal protective equipment (PPE)
2. Process orders	2.1 Identify product location in warehouse and check against order documentation using product knowledge, labels and other identification systems 2.2 Pick order according to workplace order picking method and sequence 2.3 Use order picking equipment to lift and transport order for loading 2.4 Separate and compile order at loading unit according to order documentation and despatch schedule 2.5 Stack order load to avoid damage during transportation 2.6 Wrap order load as required by reusing or recycling materials and offcuts where possible
3. Prepare products for despatch	3.1 Complete records for despatch and product movement according to work order and workplace procedures 3.2 Complete, attach and check load labels and documentation according to workplace procedures 3.3 Notify despatcher to coordinate product loading 3.4 Explain transportation requirements to despatcher according to workplace procedures 3.5 Update stock records according to workplace requirements 3.6 Record order and despatch problems, and report to appropriate person

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Identify amount and volume of products and despatch requirements from product order
Writing	• Use required industry and workplace specific vocabulary to accurately and legibly complete despatch and product movement

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Skill	Description
	records
Oral communication	• Ask questions and actively listen to clarify work orders and consignment documentation • Provide clear and concise instructions, directions and information to despatcher
Numeracy	• Determine volume and quantity from product order • Calculate product loads to attach load labels • Input accurate numerical data into stock records

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FWPCOT2261 Process orders and prepare for despatch	FWPCOT2227 Process orders and despatch products	Retitled Application wording updated Elements and Performance Criteria reworded Foundation Skills, Performance Evidence and Knowledge Evidence updated Assessment Conditions reviewed and updated	Not Equivalent

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPCOT2261 Process orders and prepare for despatch

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has safely and accurately processed orders and prepared products for despatch for two different orders.

In doing this, there must be evidence that the individual has:

- selected the correct quantity and quality of products as specified in product order and consignment documentation
- securely stacked and wrapped orders to prevent damage
- consolidated and labelled products ready for despatch
- followed workplace procedures to complete despatch documentation and stock records.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- product orders, consignment documentation and workplace policies and procedures relating to processing orders and preparing for despatch
- functions and capabilities of order and despatch software systems
- storage layout, categories, labelling and identification systems of products in a forest product processing setting
- key features of the product range of the workplace
- order picking methods, sequencing and equipment
- transport conditions for different types of products
- packaging requirements to avoid damage
- environmental protection practices for packaging products for despatch
- avoiding waste when wrapping and packaging
- disposing of and recycling wrapping and packaging materials
- processing orders and despatching products, including:

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  - completion of required documentation and labelling
  - communication reporting lines
  - recording and reporting order and despatch problems
- workplace safety requirements related to processing orders and preparing for despatch:
  - assistive equipment to shift heavy items
  - hazardous manual tasks
  - hazard identification and controls
  - personal protective equipment (PPE).

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a timber yard, a timber manufacturing or processing facility or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - products to prepare two different orders for despatch
  - order picking equipment and assistive equipment to shift heavy items
  - PPE
  - load and product labels
- specifications:
  - access to work orders or consignment documentation for timber product orders
  - access to workplace policies and procedures including safety and environmental requirements applicable to processing and recording orders
- relationships:
  - personnel to confirm product orders and consignment details and provide despatch requirements.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPCOT2262 Cut material to shape using a saw

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to prepare and cut material to shape using sawing equipment to produce shaped timber products and to perform basic operator maintenance of sawing equipment.

The unit applies to production workers, sawmill workers, manufacturing assistants and saw operators who undertake specified activities under the instruction of more experienced workers.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Common Technical (COT)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for shaping	1.1 Determine job requirements from work order or instruction and, where required, seek clarification from appropriate person 1.2 Confirm safety and environmental requirements for the task according to workplace procedures 1.3 Select, fit and use required personal protective equipment (PPE)

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.4 Identify type and calculate quantity of materials to be shaped, and obtain from storage location 1.5 Select equipment and check for operational effectiveness according to manufacturer specifications 1.6 Identify profile to be cut and select cutting blades
2. Set up shaping equipment	2.1 Follow lock-out procedures, select and attach machine guides to machinery 2.2 Check saw blade for sharpness and alignment 2.3 Use equipment according to workplace safety and environmental procedures and manufacturer instructions 2.4 Set cut in line with required shape and to minimise waste 2.5 Stack materials in close proximity to maximise ease of machine feeding 2.6 Test equipment set-up for correct alignment through trial run on timber, and adjust as required
3. Cut material to shape	3.1 Reject material with defects and dispose of according to workplace and environmental requirements 3.2 Feed material into machine at feed rate prescribed in manufacturer instructions 3.3 Follow, maintain and adjust cutting sequence to produce required quantity and maximise feed rate 3.4 Check jig or shape line regularly and adjust to maintain desired cut 3.5 Stack material safely in designated location according to workplace requirements 3.6 Identify routine processing and equipment faults and resolve or report to appropriate person 3.7 Complete production and quality records according to workplace procedures
4. Complete operator maintenance	4.1 Follow safety procedures to lock out equipment according to workplace procedures 4.2 Check saw blades for bluntness or damage 4.3 Remove and replace saw blades according to manufacturer recommendations and send used blades for re-sharpening or disposal 4.4 Complete basic non-specialist maintenance for equipment

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	according to workplace procedures 4.5 Keep machine area clear of dust, offcuts and debris 4.6 Clean work area and reuse or recycle waste and dispose of debris according to workplace and environmental requirements 4.7 Record and report equipment faults and maintenance requirements to appropriate personnel

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret relevant information from workplace and manufacturer documentation to safely operate and maintain equipment
Oral communication	• Ask questions and actively listen to clarify work orders and job tasks • Use industry terminology to clearly specify processing and equipment faults
Numeracy	• Use basic mathematical formulas to calculate material quantities

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FWPCOT2262 Cut material to shape using a saw	FWPCOT2232 Cut material to shape using a saw	Rewording of Application and Performance Criteria Changes to Foundation Skills Addition of frequency, volume and saw use in Performance Evidence	Equivalent

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Code and title current version	Code and title previous version	Comments	Equivalence status
		Addition of Knowledge Evidence to align to Performance Criteria	

Links

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Assessment Requirements for FWPCOT2262 Cut material to shape using a saw

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has, for at least two different work orders, cut material to shape and completed basic non-specialist maintenance, using one or more of the following saws:

- band saw
- jig saw
- computer numerical control (CNC) saw.

Material to be cut must include two or more of the following:

- native timber species
- imported timber species
- dressed timber
- in-the-rough timber
- stress and non-stress graded timber
- preservative treated timber
- medium density fibreboard
- laminated veneer
- chipboard
- fibreboard and other manufactured board products.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- types, purpose, features, operation and basic non-specialist repair and maintenance of tools and equipment used for cutting material to shape, including:
  - measuring equipment

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    - band saws
    - jig saws
    - CNC saws
    - machine guides
    - methods for assessing saw blade condition
- shapes, feed rates and finish used for timber products
- environmental requirements for forest products processing settings:
    - cleaning plant, tools and equipment
    - disposing of, recycling and reusing timber
- storage layout and categories for:
    - raw materials
    - stacking finished materials
- typical timber defects and effect on producing a quality finished shaped timber product:
    - warp
    - wane
    - cupping
    - shakes
    - insect defects
    - knots
    - resin pockets
- workplace policies and procedures specific to cutting material to shape
- workplace safety requirements relevant to cutting materials using a saw:
    - equipment lock-out
    - use and maintenance of personal protective equipment (PPE), equipment and machinery
    - hazard identification and control measures
    - job safety and environmental analysis (JSEA)
- recording and reporting production outcomes and equipment faults.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
    - skills must be demonstrated in a timber manufacturing or processing facility or an environment that accurately represents workplace conditions
- resources, equipment and materials:
    - materials to cut to shape according to Performance Evidence
    - band, jig or CNC saw
    - PPE
- specifications:

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    - access to work orders and workplace procedures for cutting materials according to the Performance Evidence
    - access to workplace safety and environmental policies and procedures applicable to cutting materials using a saw
    - access to saw manufacturer specifications and operator instructions
- relationships:
    - person to confirm work orders and report equipment faults and equipment maintenance.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPCOT2263 Cross cut materials with a fixed saw

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to position and saw timber pieces and timber packs with a fixed circular saw or fixed chainsaw. The unit includes preparing for work, cross cutting timber materials to industry standard lengths, maximising volume and quality of recovery material, and performing routine operator maintenance.

The unit applies to individuals who cross cut materials with a fixed saw in a timber yard and timber products manufacturing setting.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Common Technical (COT)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for work	1.1 Determine job requirements from work order or instruction and, where required, seek clarification from appropriate personnel 1.2 Confirm safety requirements for the job according to workplace health and safety procedures 1.3 Identify, assess and take actions to mitigate risks and hazards

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	associated with using a fixed saw 1.4 Identify workplace environmental protection procedures for minimising and disposing of waste material, recycling and reusing materials, and cleaning tools and equipment 1.5 Consult with team members and other appropriate personnel to ensure that work is coordinated effectively with others in the workplace 1.6 Locate saw and other support equipment needed for the work, and check for correct operation and safety 1.7 Select, fit and use personal protective equipment 1.8 Conduct pre-start-up checks of saw to determine serviceability according to manufacturer instructions
2. Cross cut material	2.1 Assess material visually to identify defects that may present unsafe work conditions, and review cut 2.2 Cut material within workplace tolerances for length and angle relative to centre line 2.3 Use cutting techniques to industry standard lengths, maximising volume and quality of recovery material 2.4 Operate fixed saw effectively according to manufacturer recommendations 2.5 Check and clear work area regularly according to workplace health and safety requirements and site procedures 2.6 Dispose of sub-standard material according to workplace procedures and environmental requirements 2.7 Identify and report problems with operation of saw according to workplace procedures
3. Perform routine operator maintenance	3.1 Lock out, clean and maintain fixed saw according to manufacturer recommendations and workplace procedures 3.2 Identify blunt or damaged saws and replace or sharpen, according to workplace procedures and manufacturer recommendations 3.3 Record and report fixed saw operations and maintenance to appropriate personnel

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Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret workplace documentation to determine requirements
Writing	• Use technical and workplace specific vocabulary to accurately and legibly complete workplace records and forms
Oral communication	• Ask questions and actively listen to clarify contents of work plans • Give clear and sequenced information and ask clarifying questions when coordinating tasks with team members and others

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FWPCOT2263 Cross cut materials with a fixed saw	FWPCOT2218 Cross cut materials with a fixed saw	Application and Knowledge Evidence minor changes Element and Performance Criteria updated and sequenced Foundation Skills, Performance Evidence and Assessment Conditions updated	Equivalent

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPCOT2263 Cross cut materials with a fixed saw

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has:

- assessed and used a fixed saw to cross cut:
  - twenty individual pieces of timber to industry standard lengths, maximising volume and quality of recovery material
  - ten packs of timber
- inspected and carried out routine operator maintenance on one fixed saw on one occasion, including removing, sharpening and/or replacing blade or chain, according to manufacturer requirements.

There must also be evidence that in using the fixed saw the individual has followed a work order or instruction that is consistent with workplace policy and procedures and current workplace health and safety legislation, regulations and related industry standards and codes of practice.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- workplace safety requirements and standards for operating, checking, starting up and shutting down a fixed saw
- environmental protection requirements and safe disposal of waste material
- hazards and risks associated with use of fixed saws
- cutting techniques for a fixed saw, including:
  - cutting positions
  - work order requirements
  - industry standard lengths

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    - straightness requirements
    - cutting patterns
    - maximising volume and quality of recovery requirements
    - cutting procedures that minimise capping and splitting of material
    - placing material on conveyor or carriage
    - securing material
    - cutting at optimum feed rate to avoid damage to saw blade
- techniques for clearing debris when cross cutting materials, including:
    - using hand tools and a water jet to clear debris from the surface of material
    - clearing the work area of offcuts
    - ensuring saw clearance around material
    - depositing off-cuts and debris in recognised areas
    - clearing surfaces of debris likely to cause saw damage in the cutting area
- equipment processes, technical capability and limitations of fixed saws
- industry standard length dimensions
- established communication channels and protocols to maintain safety
- processes for managing risks and hazards associated with fixed saw operations
- defects in timber that can affect processing and cause risk
- emergency evacuation procedures
- workplace requirements for recording and reporting information.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
    - skills must be demonstrated in a timber yard, timber manufacturing setting or an environment that accurately represents workplace conditions
- resources, equipment and materials:
    - a fixed circular saw or fixed chainsaw
    - tools and equipment used to maintain fixed saws
    - spare parts and consumables for fixed saws
    - personal protective equipment required in fixed saw operations
- specifications:
    - access to work order or instruction detailing cutting activities to be carried out by operator
    - access to workplace safety and environmental policies and procedures applicable to the use of fixed saws
    - access to workplace procedures and forms for recording production outcomes and fixed saw maintenance
    - access to site emergency procedure

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- access to workplace standard operating procedures or manufacturer manual for fixed saws.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPCOT3204 Prepare and interpret sketches and drawings

Modification History

Release	Comment
1	Replaces equivalent unit FPICOT3204B Prepare and interpret sketches and drawings, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format.

Application

This unit of competency describes the outcomes required to identify, select and interpret a sketch or drawing.

This unit includes interpreting sketch and drawing details, and preparing sketches and drawings using dimensions, tolerances and notes following industry and site conventions.

Work is completed in a forest products office setting.

The unit applies to Timber Advisor, Customer Service Officer, Timber Fabricator.

No licensing, legislative, regulatory, or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Common Technical

Elements and Performance Criteria

Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.*
1. Identify and select correct sketch or drawing	1.1 Obtain initial sketches or drawings and confirm work order requirements with appropriate personnel. 1.2 Interpret, check and validate notes, sketches and drawings, to

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	determine correct application.
2. Interpret basic sketch or drawing detail	2.1 Identify and interpret basic sketch and drawing features to provide a three-dimensional picture of components, assemblies or structures. 2.2 Use sketches and drawings to orientate and fit components or assemblies. 2.3 Interpret dimensions and tolerances to correctly measure, select, mark or set up items or equipment. 2.4 Identify areas of insufficient detail and report in line with organisational procedures.
3. Prepare sketch or drawing	3.1 Identify items for drawing to ensure clear communication of requirements. 3.2 Select drawing views to present required information with minimal drawing complexity. 3.3 Develop clear and accurate production sketches or drawings in line with customer expectations, organisational procedures and industry standards. 3.4 Incorporate explanatory notes within sketches and drawings. 3.5 Record and report sketch and drawing interpretation and preparation activities to appropriate personnel.

Foundation Skills

This section describes those core and employment skills that are essential to performance and are not explicit in the performance criteria.	
Numeracy skills to:	• interpret numerical data from basic sketches and drawings to calculate dimensions for product components and clearly represent these in production sketches and drawings.
Oral communication skills to:	• ask open and closed probe questions and actively listen to clarify types of drawings and sketches to be completed.

Reading skills to:	• interpret:
	  • organisational procedures
	  • work orders
	  • notations on initial sketches and drawings.

Writing skills to:	• incorporate clear unambiguous explanatory notes within drawings • complete accurate basic records for sketching and drawing outcomes.

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Planning and organising skills to:	• plan processing of drawings in a logical sequence and manage own timing and productivity to complete drawings within deadlines.

Range of Conditions

Not Applicable

Unit Mapping Information

FPICOT3204B Prepare and interpret sketches and drawings

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPCOT3204 Prepare and interpret sketches and drawings

Modification History

Release	Comment
1	Replaces equivalent unit FPICOT3204B Prepare and interpret sketches and drawings, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format. Assessment requirements now specify the performance and knowledge evidence, as well as assessment conditions for this unit of competency. These sections simplify and replace components used in the previous unit format, including Required Skills and Knowledge, Evidence Guide and Range Statement

Performance Evidence

A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit. If a specific volume or frequency is not stated below, then evidence must be provided that the following requirements have been performed on at least one occasion:

- follow organisational policies and procedures relevant to preparing and interpreting sketches and drawings
- interpret sketch and drawing details to determine material requirements and provide a three-dimensional picture of components, assemblies or structures
- determine areas of insufficient detail or omissions from sketch and drawing detail
- prepare a sketch or drawing that correctly represents intended items and follows industry and site conventions.
-

Knowledge Evidence

A person competent in this unit must be able to demonstrate knowledge of:

- types of sketches and drawings used as a basis for selecting, preparing or assembling components or products
- standard industry and site conventions for views notes, dimensions and tolerances
- typical product and production symbols used in sketches and drawings and their meaning
- meaning and features of drawings that present one, two or three projections

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- common drawing and organisation specific conventions for, and ways of incorporating these features in sketches and drawings
  - base lines
  - datum points
  - views and projections
  - dimensions and tolerances
  - instructions and notes
  - product and production symbols
- organisational policies and procedures for producing sketches and drawings.

Assessment Conditions

The following resources must be made available:

- sketching and drawing equipment
- basic sketches and drawings on which to base production versions
- template documents for recording drawing processes
- organisational policies and procedures for producing sketches and drawings.

Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting.

Assessor requirements

Assessors must:

- hold the appropriate assessor competency standards as outlined in regulations; and
- be able to demonstrate vocational competencies at least to the level being assessed; and
- be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and assessor competence.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPCOT3226 Assess timber for manufacturing potential

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to assess timber for its manufacturing potential for frame or truss construction. It includes assessing timber for the ability to hold nail plates and retain engineered strength ratings.

The unit applies to timber fabricators or manufacturing assistants who take responsibility for organising and completing tasks with a high degree of self-direction.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Common Technical (COT)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for assessing	1.1 Determine job requirements from work orders and identify type and quantity of material for processing, seeking clarification from appropriate person where required 1.2 Confirm safety and environmental requirements for the task according to workplace and environmental and safety procedures 1.3 Sequence stages for timber assessment and movement of materials

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	to maximise production outputs 1.4 Access storage area and select materials according to work order requirements
2. Assess timber	2.1 Assess timber visually and evaluate characteristics and defects against industry and Australian Standards to determine manufacturing potential 2.2 Measure sectional sizes and lengths of materials according to job specifications 2.3 Separate materials unsuitable for plating or sawing according to assessment 2.4 Orientate timber components to optimise use of characteristics
3. Distribute material	3.1 Organise movement of material for processing operations according to workplace procedures 3.2 Label material using numerical grades according to workplace procedures 3.3 Monitor on-site movement of material to ensure intended work flow is achieved 3.4 Recycle unsuitable timber for plating to minimise wastage, and relocate to storage area 3.5 Dispose of defective material according to workplace environmental policies and procedures 3.6 Record assessment outcomes and distribution problems, and report to appropriate person

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret information from industry standards to determine manufacturing potential of various timber characteristics

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Skill	Description
Writing	• Structure simple assessment reports using appropriate concise vocabulary
Oral communication	• Ask questions and actively listen to confirm work orders or instructions

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FWPCOT3226 Assess timber for manufacturing potential	FWPCOT2235 Assess timber for manufacturing potential	Level of skill complexity revised Application clarified Performance Criteria re-sequenced Foundation Skills and Assessment Requirements updated	Equivalent

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPCOT3226 Assess timber for manufacturing potential

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has visually assessed at least three different types of timber for manufacturing potential for one timber wall frame and one timber roof or floor truss project, and has:

- used at least two of the following tools in assessments:
  - charts
  - gauges
  - picture cards
  - measuring equipment
- completed an assessment report for each project, identifying timber characteristics, defects and impacts on nail plate holding ability.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- guidelines, codes and standards for provisions of relevant engineered strength ratings and timber ability to hold nail plates
- workplace policies and procedures relating to timber assessment:
  - labelling of assessed timber products
  - lines of communicating and reporting
  - reporting and recording outcomes
  - orientating components to make best use of timber characteristics
- workplace safety and environmental procedures for undertaking timber assessment and disposal of defective timber products
- characteristics, properties and limitations of potential timber products for manufacturing

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- defects of hardwoods and softwoods timber products and impacts on nail plate holding ability:
  - wane/want and collapse
  - bow, spring and twist
  - cupping and other distortion
  - knots and knot holes
  - borer damage
  - gum/resin veins and pockets
  - decay
  - end splits, internal checks and surface checks
  - low density material
  - compression failures and fractures
  - durability
  - heart in material
  - joint strength
- industry standard timber species and materials and nail plate holding ability:
  - native timber species
  - imported timber species
  - dressed timber
  - in-the-rough timber
  - stress and non-stress graded timber
  - preservative treated timber
  - laminated veneer coated and treated timber products
- beams or laminated beams
- industry standard lengths, cross sections and grades, and impact on nail plate holding ability
- timber visual assessment techniques
- tools used to assess timber products:
  - charts
  - guages
  - picture cards
  - measuring equipment
- industry terminology relating to assessing timber for manufacturing potential.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a timber fabrication workplace or an environment that accurately represents workplace conditions

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- resources, equipment and materials:
  - tools to assess timber for manufacturing potential
  - at least three different types of timber to be assessed
- specifications:
  - acess to work orders and standards and codes of practice related to assessing timber for manufacturing potential
  - access to workplace safety and environmental policies and procedures applicable to assessing timber in a fabrication workplace

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPCOT3252 Use environmental care procedures to undertake fire salvage operations

Modification History

Release	Comments
Release 2	This version released with FWP Forest and Wood Products Training Package Version 3.0.
Release 1	This version released with FWP Forest and Wood Products Training Package Version 2.0.

Application

This unit of competency describes the outcomes required to undertake tree salvaging following forest fires, in line with a salvage plan that incorporates effective environmental procedures and sustainability principles.

The unit applies to Forestry Worker, Harvesting Technician, Mobile Equipment Operator.

No licensing, legislative, regulatory, or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Forest Growing and Management

Harvesting and Haulage

Elements and Performance Criteria

Element *Elements describe the essential outcomes.*	**Performance Criteria** *Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.*
1. Identify environmental care	1.1 Review work order and environmental care requirements.

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Element	Performance Criteria
requirements	1.2 Identify and report existing and potential environmental risks and hazards to relevant personnel
2. Prepare for fire salvage operations	2.1 Review and confirm schedule for salvaging. 2.2 Identify and confirm preliminary site work and operational activities. 2.3 Assess tree location and stability for conditions likely to affect safety and merchandising priorities. 2.4 Select equipment appropriate to work and environmental care requirements in line with workplace procedures. 2.5 Check equipment for operational effectiveness in line with manufacturer's specifications. 2.6 Confirm planning permits and access permission.
3. Perform fire salvage operations	3.1 Establish and maintain communication with others on site to ensure safety. 3.2 Monitor movement and whereabouts of others on site. 3.3 Undertake pre-harvesting environmental care requirements. 3.4 Salvage designated trees in line with salvage plan. 3.5 Disperse or handle heads and non-merchantable stems in line with work order. 3.6 Haul logs to logs landings and ensure landscape is left in safe condition suitable for regeneration.
4. Complete documentation	4.1 Tally and record product volumes from salvage site. 4.2 Report variations in line with workplace procedures. 4.3 Record and report operations and environmental care procedures in line with workplace procedures. 4.4 Report breaches or potential breaches of relevant environmental regulations.

Foundation Skills

This section describes those core and employment skills that are essential to performance and are not explicit in the performance criteria.	
Numeracy skills to:	• navigate using GPS systems • read topographic maps to interpret site conditions.

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Oral communication skills to:	• use standard VHF&UHF radios for communication.
Writing skills to:	• accurately record and maintain workplace documentation.

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FWPCOT3252 Use environmental care procedures to undertake fire salvage operations Release 2	FWPCOT3252 Use environmental care procedures to undertake fire salvage operations Release 1	Minor typographical errors corrected.	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPCOT3252 Use environmental care procedures to undertake fire salvage operations

Modification History

Release	Comments
Release 2	This version released with FWP Forest and Wood Products Training Package Version 3.0.
Release 1	This version released with FWP Forest and Wood Products Training Package Version 2.0.

Performance Evidence

A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit. If a specific volume or frequency is not stated below, then evidence must be provided that the following requirements have been performed on at least one occasion:

- safely and efficiently use environmental care procedures to undertake fire salvage operations
- follow regulatory requirements and codes of practice relevant to fire salvage operations
- follow organisational policies and procedures relevant to environmental care requirements
- assess, prepare for and carry out a fire salvage operation
- use safe work practices
- safely use plant and equipment associated with fire salvage operations, including:
  - harvesting plant and equipment
  - chainsaw harvesting techniques
- record and report all information and data related to the fire salvage operation.

Knowledge Evidence

A person competent in this unit must be able to demonstrate knowledge of:

- workplace regulations, standards, codes of practice and established safe practices for using environmental care procedures to undertake fire salvage operations
- any activities and directives prescribed under legislation or required for standard certification requirements or as a management priority including:
  - soil erosion mitigation
  - track, road, drainage and crossing maintenance
  - weed management

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  - rehabilitation prescriptions
  - watercourse protection
  - flora and fauna management
  - run-off minimisation
  - buffer zone and filter strip maintenance
  - protection of remnant habitat
  - identification of cultural sites
- organisational and site standards, requirements, policies and procedures for using environmental care procedures to undertake fire salvage operations including any of the above.
- principles of ecological sustainability as they pertain to the specific forest type, landscape and fire regime to which the coupe or forest is exposed
- characteristics of trees and timber defects
- assessment of fire damaged trees, including for stability and:
  - whether or not it is safe to leave standing
  - its merchantability
  - how it should be felled
- fire salvage operations and strategies
- harvesting and extraction methods
- established communication channels and protocols including notification to authorities
- problem identification and resolution strategies in relation to plant and equipment used in salvage operations
- procedures for recording and reporting workplace information.

Assessment Conditions

The following resources must be made available:

- fire salvage site
- harvesting plant and equipment
- workplace requirements and site standards for using environmental care procedures to undertake fire salvage operations.

Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting.

Assessor requirements

Assessors must:

- hold the appropriate assessor competency standards as outlined in regulations; and
- be able to demonstrate vocational competencies at least to the level being assessed; and
- be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and assessor competence.

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Links

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FWPCOT3256 Apply biodiversity protection principles

Modification History

Release	Comment
1	Replaces equivalent unit FPICOT3256 Apply biodiversity protection principles, which was first released with FPI11 Forest and Forest Products Training Package Version 2. This is the first release of this unit in the new standards format.

Application

This unit of competency describes the outcomes required to access, interpret and apply biodiversity principles and requirements, including monitoring work practices for compliance, and maintaining forest documentation and records.

The unit applies to those who work to identify and protect forest habitats, threatened species, microclimates and landscape features, and who conduct hazard-reduction in an operational forest environment.

No licensing, legislative, regulatory, or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Forest Growing and Management

Harvesting and Haulage

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.*

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ELEMENTS	PERFORMANCE CRITERIA
1. Prepare for work	1.1 Identify and review information on regulatory requirements for the application of biodiversity protection principles for various forest types. 1.2 Identify and interpret key principles and requirements that apply to ecological and biodiversity protection. 1.3 Identify sensitive ecological and biodiversity sites, habitats, landscape features and protection zones in the forest operational plan and maps.
2. Implement biodiversity protection principles	2.1 Review work order and identify and clarify ecological and biodiversity requirements. 2.2 Identify endangered communities, threatened species, ecological habitats, sensitive landscape features and protection zones in the field. 2.3 Identify and report existing and potential ecological risks and hazards. 2.4 Apply protection measures for endangered communities, threatened species, ecological habitats and sensitive landscape features and protection zones in line with codes of practice and operational plan. 2.5 Select, apply and verify protection zone methods and materials with appropriate personnel. 2.6 Identify situations requiring specialist advice and seek assistance in line with organisational requirements.
3. Monitor work practices	3.1 Monitor and adjust work practices to meet changing conditions 3.2 Monitor and maintain ecological and biodiversity protection work practices in line with codes of practice and operational plan 3.3 Identify and report non-compliant work practices to appropriate personnel 3.4 Identify improved work practices and make recommendations to improve operations
4. Maintain records	4.1 Update operational plans with any new threatened species or habitat protection prescriptions. 4.2 Record and report biodiversity protection activities to appropriate personnel.

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Foundation Skills

This section describes those core and employment skills that are essential to performance and are not explicit in the performance criteria.	
Oral communication skills to:	• work effectively with others to maintain sound ecological and biodiversity protection work practices.
Reading skills to:	• interpret regulatory requirements and workplace documentation.
Planning and organising skills to:	• identify work requirements in line with site conditions • analyse data and requirements to plan effective operations.

Range of Conditions

Not Applicable

Unit Mapping Information

FPICOT3256 Apply biodiversity protection principles

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPCOT3256 Apply biodiversity protection principles

Modification History

Not applicable.

Performance Evidence

A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit. If a specific volume or frequency is not stated below, then evidence must be provided that the following requirements have been performed on at least one occasion:

- access and interpret ecological and biodiversity protection requirements
- safely and effectively apply biodiversity protection principles to various types of forests
- follow organisational policies and procedures relevant to implementing and monitoring ecological and biodiversity protection of a forest
- monitor and maintain ecological and biodiversity protection practices
- identify and report non-compliant work practices
- complete workplace documentation.

Knowledge Evidence

A person competent in this unit must be able to demonstrate knowledge of:

- applicable regulatory and legal requirements that affect forest operations in relation to ecological and biodiversity protection:
  - Environment Protection and Biodiversity Conservation Act 1999 (the EPBC Act)
  - Threatened Species Conservation Act
  - Native Vegetation Act
  - native forest legislation
  - private native forest codes
  - forest operational plans
  - environmental legislation, policy and procedures
  - environmental planning and assessment
  - specific site environmental management plans
  - relevant codes of practice
  - water catchment management
  - surface and ground water conservation requirements
  - relevant Australian standards and industry standards
  - hazard reduction policy and procedures
  - plantation legislation

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    - plantation and reforestation code
    - fisheries and fish passage
    - national parks and wildlife legislation
    - good neighbour policies
    - award and organisational agreements
    - heritage and traditional landowner
    - forest certification, including Forest Stewardship Council (FSC) and Australian Forestry Standard (AFS) certification
- forest operational plans including one or more of the following:
    - forest operations plan
    - harvesting plan
    - plantation establishment plan
    - coupe plan
    - roading plan
    - drainage plan
    - sediment and erosion control plan
- habitats including any area or region where local animals, plants or organisms may live or rely upon for food, water, shelter or breeding purposes:
    - habitat plants and trees, including:
        - specific species
        - burrow
        - food
        - roost
        - nest
    - recruitment trees
    - hollow logs
    - rocky outcrops
    - rock overhangs
    - caves
    - soil mounds
    - creek or river banks
    - sheltered valleys or canyons
- any other site, feature or zone listed as habitat or potential habitat
- protection zones where operational conditions are varied by prescriptions for the management of ecological and biodiversity values including:
    - buffer zones
    - filter strips
    - riparian protection areas
    - exclusion zones
    - conservation management plan

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- regulations, standards, codes of practice and established safe practices for ecological and biodiversity protection
- established communication channels and protocols
- procedures for recording and reporting workplace information.

Assessment Conditions

The following resources must be made available:

- forest operation site
- workplace requirements and site standards for applying biodiversity protection principles.
- relevant personnel for the purposes of communicating information

Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting.

Assessor requirements

Assessors must:

- hold the appropriate assessor competency standards as outlined in regulations; and
- be able to demonstrate vocational competencies at least to the level being assessed; and
- be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and assessor competence.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPCOT3258 Comply with soil and water protection

Modification History

Release	Comment
1	Replaces equivalent unit FPICOT3258 Comply with soil and water protection, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format.

Application

This unit of competency describes the outcomes required to protect soil, water and water catchments from erosion, sediment and other pollutants.

The unit applies to those who put in place erosion, sediment control and pollution prevention measures in a variety of work settings, including: a forest, horticultural, domestic, local council or emergency services environment.

The unit applies to Forestry technician, Nursery technician, Supervisor (Forestry operations), Tree planter, Silviculturist, Arboriculture technician, Mobile equipment operator

No licensing, legislative, regulatory, or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Competency Field

Unit Sector

Forest Growing and Management

Harvesting and Haulage

Elements and Performance Criteria

ELEMENTS *Elements describe the*	**PERFORMANCE CRITERIA** *Performance criteria describe the performance needed to*

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ELEMENTS *essential outcomes.*	**PERFORMANCE CRITERIA** *demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.*
1. Prepare for work	1.1 Identify and review organisational and legal requirements relevant to soil and water protection for various forest types. 1.2 Identify and interpret key principles and requirements that apply to erosion mitigation, sediment and other pollutant control, surface/ground water protection and catchment. 1.3 Identify and review operations plan and clarify work requirements with appropriate personnel.
2. Conduct erosion and other pollutant control measures	2.1 Identify soil erodibility, adverse weather, environmental features and other factors likely to influence soil and water protection measures. 2.2 Select and use materials, equipment and machinery in line with regulatory requirements. 2.3 Apply erosion, sediment and other pollution control measures in line with forest operational plans. 2.4 Identify situations requiring specialist advice and seek assistance.
3. Monitor work practices	3.1 Monitor and adjust work practices to meet changing conditions. 3.2 Monitor and maintain erosion, sediment and other pollutant control measures in line with organisational requirements. 3.3 Identify and report non-compliant work practices to appropriate personnel. 3.4 Identify improved work practices and make recommendations for improved work.
4. Maintain records	4.1 Revise and update forest operational plan and organisational procedures as required. 4.2 Document and report work activities.

Foundation Skills

This section describes those core and employment skills that are essential to performance and are not explicit in the performance criteria.	
Reading skills to:	• interpret regulatory requirements and workplace

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	documentation.
Oral communication skills to:	• work effectively with others to improve work practices.
Problem solving skills to:	• identify problems and faults and rectify.

Range of Conditions

Not Applicable

Unit Mapping Information

FPICOT3258 Comply with soil and water protection

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPCOT3258 Comply with soil and water protection

Modification History

Release	Comment
1	Replaces equivalent unit FPICOT3258 Comply with soil and water protection, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format. Assessment requirements now specify the performance and knowledge evidence, as well as assessment conditions for this unit of competency. These sections simplify and replace components used in the previous unit format, including 'Required Skills and Knowledge, Evidence Guide and Range Statement

Performance Evidence

A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit. If a specific volume or frequency is not stated below, then evidence must be provided that the following requirements have been performed on at least one occasion:

- effectively comply with soil and water protection requirements
- following regulatory or local government ordinance requirements, codes of practice, WHS and environmental policies for the protection of soil, water and water catchments
- follow organisational policies and procedures, relevant to the protection of soil, water and water catchments
- implement effective erosion mitigation, sediment and pollutant control, surface and ground water protection measures
- monitor and maintain erosion mitigation and sediment control processes and water catchment protection measures
- use effective communication and safe work practices
- identifying and reporting non-compliant work practices
- complete relevant workplace documentation.

Knowledge Evidence

A person competent in this unit must be able to demonstrate knowledge of:

- regulations, standards, codes of practice and established safe practices for soil and water protection procedures, including the following

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    - applicable regulations from all levels of government that affect forest operations in relation to soil and water protection including:
        - regional forest agreements
        - relevant codes of practice
        - forest operational plans
- organisational and site standards, requirements, policies and procedures relevant to soil and water protection
- techniques and measures relevant to erosion mitigation including the majority of the following:
    - walk-over techniques
    - minimal disturbance techniques
    - crown and cross fall drainage
    - cross bank drainage
    - relief culverts on roads
    - mitre and table drains on roads
    - armouring/gravelling of roads
    - crossing and draining surfaces
    - batter stabilisation
    - contour banks and channels
    - gabions
    - sediment basins
    - riparian buffer zones
    - outlet protection structures
    - revegetation
- factors that are likely to influence soil and water protection measures including:
    - track and road maintenance
    - drainage structures
    - setting of contour lines
    - slope measurement techniques
    - boundaries and survey markers
    - site preparation techniques
    - site cultivation techniques
    - disposal of logging waste materials
    - windrowing placement and techniques
    - tree selection and felling techniques
    - log dump locations and techniques
    - log extraction and haulage techniques
    - clearing techniques
- environmental features that can be adversely effected if soil erosion occurs, or if inundated with sediment of other pollutants including the majority of the following:

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  - trees, understorey and other vegetation
  - drainage lines and drainage depressions
  - water course, creeks and rivers
  - lakes, swamps and wetlands
  - aquatic species
  - steep slopes
  - caves
  - historic and cultural heritage sites
  - road and water supply infrastructure
- Other pollution control measures including:
  - fuel containment barriers
  - chemical spillage barriers
  - containment and removal of waste, including rubbish litter and human waste
- risks and hazard identification relevant to soil and water protection
- established communication channels and protocols
- procedures for recording and reporting workplace information.

Assessment Conditions

The following resources must be made available:

- forest operations site
- workplace requirements and site standards for complying with soil and water protection principles.

Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting.

Assessor requirements

Assessors must:

- hold the appropriate assessor competency standards as outlined in regulations; and
- be able to demonstrate vocational competencies at least to the level being assessed; and
- be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and assessor competence.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPCOT3261 Transport forestry logs using trucks

Modification History

Release	Comment
1	Replaces equivalent FPICOT3261 Transport forestry logs using trucks, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format.

Application

This unit of competency describes the outcomes required to drive log trucks to and from forestry harvesting sites, facilitate log loading and unloading, and deliver logs to their destination. Work is completed in in a variety of work settings, including forest environments, landings, log dumps, saw mills, wood chip mills, veneer mills, board/plywood mills.

The unit applies to those who transport forestry logs by driving heavy logging vehicles.

Licensing, legislative, regulatory, or certification requirements apply to this unit in some states and territories at the time of publication, and may differ according to jurisdiction.

Pre-requisite Unit

Nil

Elements and Performance Criteria

ELEMENTS *Elements describe the essential outcomes.*	**PERFORMANCE CRITERIA** *Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.*
1. Prepare to transport logs	1.1 Review work order and schedules and where required check with appropriate personnel. 1.2 Obtain coupe map to determine identify logging sites, truck entry, access and exit tracks and loading areas. 1.3 Determine required truck configuration to meet work order and load build requirements and confirm availability of truck and ancillary equipment. 1.4 Check transportation documentation for compliance with

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ELEMENTS	PERFORMANCE CRITERIA
	regulatory requirements for driving hours, load limits and dimensions.
2. Plan route	2.1 Select route and coupe entry and exits points to ensure efficient, safe and legal log movement and minimal environmental damage. 2.2 Ensure selected route complies with height, width, overhang and load limits of road infrastructure and environmental constraints. 2.3 Estimate time required to transport logs and account for fatigue management guidelines. 2.4 Confirm route, timings and coupe entry and exit points with appropriate personnel.
3. Facilitate log loading	3.1 Access site and determine safe manoeuvring approach for loading area with worksite personnel. 3.2 Position truck to avoid site and equipment hazards and to maximise load safety and security while loading. 3.3 Place and check log positioning equipment for loading, and reset as required. 3.4 Communicate with worksite personnel and machine operators to ensure safe loading location and processes and that load meets transport regulatory requirements. 3.5 Monitor loading, complete final check to ensure safe transport.
4. Secure logs prior to transport	4.1 Secure load with sufficient number and type of securing devices in line with loading guidelines and transport regulatory requirements. 4.2 Re-tension logs as required. 4.3 Fit overhang warning devices and signage to load to comply with transport regulatory requirements
5. Transport logs	5.1 Transport logs on planned or modified route considering conditions, road surfaces and fatigue management practices. 5.2 Monitor condition of tracks and roads and report unexpected ground, water, vegetation and other environmental conditions to appropriate personnel 5.3 Drive truck legally and safely using primary and subsidiary controls appropriate to conditions. 5.4 Monitor truck gauges and warning devices to detect and respond to operating faults and ensure operational safety. 5.5 Communicate with other drivers and road users to inform location and potential hazards. 5.6 Conduct periodic load safety checks and re-tension load in line

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ELEMENTS	PERFORMANCE CRITERIA
	with road conditions and regulatory requirements. 5.7 Keep communication channels open to ensure location is known at all times to allow for emergency assistance.
6. Facilitate log unloading	6.1 Complete site inductions and establish safe manoeuvring approach for unloading area with worksite personnel. 6.2 Follow site personnel directions to manoeuvre and park truck to avoid site and equipment hazards. 6.3 Shut down and secure truck in identified safe unloading zone. 6.4 Inspect load for log movement and make provisions to support logs requiring difficult control during release. 6.5 Release load securing devices in correct sequence for truck, trailer and load configuration and in line with site safe unloading procedures. 6.6 Make truck, trailer and ancillary equipment safe for return journey to coupe. 6.7 Record and report log shifting process and truck operating faults to appropriate personnel.

Foundation Skills

This section describes those core and employment skills that are essential to performance and are not explicit in the performance criteria.	

Numeracy skills to:	• complete calculations, against regulatory specifications, of:
	  • heights, widths and weights of loads
	  • transportation distances, times and rest periods
	• read and interpret truck gauges and warning devices
	• record numerical data involving distances, times, weights and dimensions.

Oral communication skills to:	• ask questions and actively listen to clarify:
	  • contents of work orders and transport schedules
	  • locations of site loading and unloading areas
	  • unfamiliar site safety and operating procedures
	• provide clear unambiguous information to site personnel about loads and any problems expected with releasing unstable logs

Reading skills to:	• interpret: • workplace health and safety and other organisational procedures

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	• work orders and transport schedules • load manifests • transport regulations or plain English equivalent documents.
Writing skills to:	• complete accurate basic records for log shifting processes and truck operating faults.
Teamwork skills to:	• work cooperatively with site personnel and follow directions to complete safe and efficient loading and loading of logs.

Range of Conditions

Not Applicable

Unit Mapping Information

FPICOT3261 Transport forestry logs using trucks

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPCOT3261 Transport forestry logs using trucks

Modification History

Release	Comment
1	Replaces equivalent unit FPICOT3261 Transport forestry logs using trucks, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format. Assessment requirements now specify the performance and knowledge evidence, as well as assessment conditions for this unit of competency. These sections simplify and replace components used in the previous unit format, including Required Skills and Knowledge, Evidence Guide and Range Statement

Performance Evidence

A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit. If a specific volume or frequency is not stated below, then evidence must be provided that the following requirements have been performed on at least one occasion:

- plan the routes for and complete log movements using a truck or truck/trailer combination, in line with an individual work orders and transport schedule prescribing different load quantities, coupe locations and destinations for each job
- assess the load during loading operations to avoid:
  - uneven weight distribution
  - instability or uncontrolled collapse of the load
- assess the load during loading operations to account for:
  - requirements for trailer rigidity
  - turning clearance
  - overhang
  - projection above stanchions
  - crowning
  - weight distribution on truck and trailer axles
  - contact with bolsters, stanchions and other logs
- after each of the above transportation movements, complete accurate basic records for log shifting processes and truck operating faults.

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Knowledge Evidence

A person competent in this unit must be able to demonstrate knowledge of:

- purpose and content of applicable commonwealth, state or territory transport regulations for driving heavy logging vehicles with particular emphasis on load limits, allowable dimensions, driving hours, fatigue management and required rest breaks
- applicable fall from heights regulations and compliance requirements
- environmental protection practices relevant to driving heavy logging trucks to minimise:
  - fuel consumption
  - emissions
  - noise
  - damage to soil, water and other aspects of habitat
- key features of these varying environmental conditions and effects on driving heavy logging trucks:
  - sealed and unsealed roads and tracks
  - ground slope
  - ground hazards and obstacles
  - wind and dust
  - fog and rain
- typical safety hazards present at loading and unloading facilities and methods used to minimise associated risks
- methods used to:
  - plan time efficient routes and schedules to comply with regulations and environmental considerations
  - safely load, restrain and unload logs
- features, capabilities and capacities of logging trucks and trailers
- purpose, features and safe operation of equipment used to load, unload and transport logs:
  - log positioning equipment
  - load securing devices
  - overhang warning devices
  - communication equipment
- organisational procedures specific to transporting, loading and unloading logs:
  - workplace health and safety with particular emphasis on rest breaks and use of personal protective equipment
  - communication reporting lines
  - recording and reporting log shifting processes and truck operating faults.

Assessment Conditions

The following resources must be made available:

- logging trucks and trailers including one or more of the following:
  - rigid or articulated log trucks

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  - semi-trailers
  - jinkers
  - quad-dogs
  - B doubles
  - two-bay skeletal trucks
- safety fittings
- head boards
- cab guards
- log positioning equipment including one or more of the following:
  - bolsters
  - slippers
  - stanchions
  - chocks
- load securing devices including one or more of the following:
  - dogs and chains
  - binders/straps
  - webbing
  - lashings and winches
  - auto-tensioning devices
- overhang warning devices including one or more of the following:
  - flags
  - lights
  - reflectors
  - signs
- communication equipment including one or more of the following:
  - two-way radio
  - hands-free mobile phones
- personal protective equipment suitable for loading and unloading trucks
- maps for coupe location
- work order and transport schedules with instructions for equipment allocation, transport requirements and location of coupe and destination for logs
- template documents for recording log shifting processes and truck operating faults
- organisational procedures for transporting, loading and unloading logs.

Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting.

Assessor requirements

Assessors must:

- hold the appropriate assessor competency standards as outlined in regulations; and
- be able to demonstrate vocational competencies at least to the level being assessed; and

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- be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and assessor competence.

Links

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FWPCOT3262 Transport forestry produce using trucks

Modification History

Release	Comment
1	Replaces equivalent unit FPICOT3262 Transport forestry produce using trucks, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format.

Application

This unit of competency describes the outcomes required to drive trucks to and from forestry harvesting sites, facilitate loading and unloading, and deliver forestry produce to its destination. Produce could include bark, wood shavings, wood chips and biofuel materials. Work is completed in in a variety of work settings, including forest environments, log dumps, saw mills, wood chip mills, veneer mills, board/plywood mills.

The unit applies to those who transport forestry produce by driving heavy vehicles.

Licensing, legislative, regulatory, or certification requirements apply to this unit in some states and territories at the time of publication, and may differ according to jurisdiction.

Pre-requisite Unit

Nil

Unit Sector

Harvesting and Haulage

Sawmilling and Processing

Wood panel products

Elements and Performance Criteria

ELEMENTS *Elements describe the essential outcomes.*	**PERFORMANCE CRITERIA** *Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.*

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ELEMENTS	PERFORMANCE CRITERIA
1. Prepare to transport forestry produce	1.1 Review work order and schedules and where required check with appropriate personnel. 1.2 Identify harvesting sites, obtain coupe map and determine truck access. 1.3 Determine required truck configuration to meet work order and load requirements and confirm availability of truck and ancillary equipment. 1.4 Check transportation documentation for compliance with regulatory requirements for driving hours, load limits and dimensions.
2. Plan route	2.1 Obtain coupe map to select route and coupe entry and exits points ensuring efficient, safe and legal produce movement and minimal environmental damage. 2.2 Ensure selected route complies with height, width and load limits of road infrastructure and environmental constraints. 2.3 Estimate time required to transport produce and account for fatigue management guidelines. 2.4 Confirm route, timings and coupe entry and exit points with appropriate personnel.
3. Load forestry produce	3.1 Access site and determine safe manoeuvring approach for loading area with worksite personnel. 3.2 Position truck to avoid site and equipment hazards and to maximise load safety and security while loading. 3.3 Communicate with worksite personnel and machine operators to ensure safe loading location and processes and that load meets transport regulatory requirements. 3.4 Monitor loading and complete final check to ensure safe transport. 3.5 Secure load with sufficient number and type of securing devices in line with loading guidelines and transport regulatory requirements.
4. Transport forestry produce	4.1 Transport forestry produce on planned or modified route considering conditions, road surfaces and fatigue management practices. 4.2 Monitor condition of tracks and roads and report unexpected ground, water, vegetation and other environmental conditions to appropriate personnel 4.3 Drive truck legally and safely using primary and subsidiary controls appropriate to conditions. 4.4 Monitor truck gauges and warning devices to detect and respond

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ELEMENTS	PERFORMANCE CRITERIA
	to operating faults and ensure operational safety. 4.5 Communicate with other drivers and road users to inform location and potential hazards. 4.6 Conduct periodic load safety checks and realign load in line with road conditions and regulatory requirements. 4.7 Keep communication channels open to ensure location is known at all times to allow for emergency assistance.
5. Unload forestry produce	5.1 Complete site inductions and establish safe manoeuvring approach for unloading area with worksite personnel. 5.2 Follow site personnel directions to manoeuvre and park truck to avoid site and equipment hazards. 5.3 Shut down and secure truck in identified safe unloading zone. 5.4 Release load securing devices and unload forestry produce in line with site safe unloading procedures. 5.5 Make truck, trailer and ancillary equipment safe for return journey to coupe. 5.6 Record and report forestry produce shifting process and truck operating faults to appropriate personnel.

Foundation Skills

This section describes those core and employment skills that are essential to performance and are not explicit in the performance criteria.	

Numeracy skills to:	• complete calculations, against regulatory specifications, of:
	  • heights, widths and weights of loads
	  • transportation distances, times and rest periods
	• read and interpret truck gauges and warning devices
	• record numerical data involving distances, times, weights and dimensions.

Oral communication skills to:	• ask questions and actively listen to clarify:
	  • contents of work orders and transport schedules
	  • locations of site loading and unloading areas
	  • unfamiliar site safety and operating procedures
	• provide clear unambiguous information to site personnel about loads
	• use positive language to discuss loading and unloading issues and

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	negotiate solutions.

Reading skills to:	• interpret:
	  • workplace health and safety and other organisational procedures
	  • work orders and transport schedules
	  • load manifests
	• transport regulations or plain English equivalent documents.

Writing skills to:	• complete accurate basic records for produce shifting processes and truck operating faults.
Planning and organising skills to:	• efficiently and logically sequence the stages of preparation and transportation work using work order and schedules to guide activities. • plan time efficient haulage routes and schedule rest periods.
Teamwork skills to:	• work cooperatively with site personnel and follow directions to complete safe and efficient loading and loading of forestry produce.

Range of Conditions

Not Applicable

Unit Mapping Information

FPICOT3262 Transport forestry produce using trucks

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPCOT3262 Transport forestry produce using trucks

Modification History

Release	Comment
	Replaces equivalent unit FPICOT3262 Transport forestry produce using trucks which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format. Assessment requirements now specify the performance and knowledge evidence, as well as assessment conditions for this unit of competency. These sections simplify and replace components used in the previous unit format, including Required Skills and Knowledge, Evidence Guide and Range Statement

Performance Evidence

A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit. If a specific volume or frequency is not stated below, then evidence must be provided that the following requirements have been performed on at least one occasion:

- plan the route for and complete forestry produce movement using a truck or truck/trailer combination, in line with an individual work order and transport schedule prescribing different load quantities, coupe locations and destinations for each job
- after each of the above transportation movements, complete accurate basic records for forestry produce shifting processes and truck operating faults.

Knowledge Evidence

A person competent in this unit must be able to demonstrate knowledge of:

- purpose and content of applicable commonwealth, state or territory transport regulations for driving heavy forestry produce vehicles with particular emphasis on load limits, allowable dimensions, driving hours, fatigue management and required rest breaks
- applicable fall from heights regulations and compliance requirements
- environmental protection practices relevant to driving heavy forestry produce trucks to minimise:
  - fuel consumption
  - emissions
  - noise

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    - damage to soil, water and other aspects of habitat
- key features of these varying environmental conditions and effects on driving heavy forestry produce trucks:
    - sealed and unsealed roads and tracks
    - ground slope
    - ground hazards and obstacles
    - wind and dust
    - fog and rain
- typical safety hazards present at loading and unloading facilities and methods used to minimise associated risks
- methods used to
    - plan time efficient routes and schedules to comply with regulations and environmental considerations
    - safely load, restrain and unload forestry produce
- features, capabilities and capacities of forestry produce trucks and trailers
- purpose, features and safe operation of equipment used to load, unload and transport forestry produce:
    - load securing devices
    - communication equipment
- organisational procedures specific to transporting, loading and unloading forestry produce:
    - workplace health and safety with particular emphasis on rest breaks and use of personal protective equipment
    - communication reporting lines
    - recording and reporting forestry produce shifting processes and truck operating faults.

Assessment Conditions

The following resources must be made available:

- forestry produce trucks and trailers including one or more of the following:
    - rigid or articulated trucks
    - semi-trailers
    - jinkers
    - quad-dogs
    - B doubles
    - two-bay skeletal trucks
    - pocket road trains
- safety fittings
- head boards
- cab guards
- load securing devices including one or more of the following:

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  - tarpaulins and load covers
  - dogs and chains
  - binders/straps
  - webbing
  - lashings and winches
  - auto-tensioning devices
  - auto-tensioning devices
- communication equipment including one or more of the following:
  - two-way radio
  - hands-free mobile phones
- personal protective equipment suitable for loading and unloading trucks
- maps for coupe location
- work order and transport schedules with instructions for equipment allocation, transport requirements and location of coupe and destination for forestry produce
- template documents for recording produce shifting processes and truck operating faults
- organisational procedures for transporting, loading and unloading forestry produce.

Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting.

Assessor requirements

Assessors must:

- hold the appropriate assessor competency standards as outlined in regulations; and
- be able to demonstrate vocational competencies at least to the level being assessed; and
- be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and assessor competence.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPCOT3271 Hand sharpen knives and blades for commercial and domestic cutting services

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 5.0.

Application

This unit of competency describes the skills and knowledge required to hand sharpen knives and blades using files and grinders for a range of commercial and domestic services that use hand drill bits, hand chainsaw, scissors, wood chisels, garden tools and other cutting tools.

The unit applies to individuals who sharpen machine knives and blades in a saw technician workshop or sawmill facility.

All work must be carried out to comply with workplace procedures, according to state/territory health and safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Common Technical (COT)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for sharpening	1.1 Review work order to determine job requirements and, where required, seek clarification from appropriate personnel

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.2 Review workplace health and safety procedures, including the use of personal protective equipment, equipment lock-out and safe manual handling techniques 1.3 Identify, assess and take actions to mitigate risks and hazards associated with hand sharpening knives and blades 1.4 Identify workplace environmental protection procedures for minimising and disposing of waste material, cleaning tools and equipment, and maximising energy efficiency 1.5 Remove and replace knives or blades to be sharpened from designated machinery 1.6 Select sharpening equipment appropriate to the type of knife or blade and work requirements, and check for operational effectiveness
2. Assess knife or blade condition and set up for sharpening	2.1 Identify defects and assess the cutting performance of knife or blade for sharpening requirements 2.2 Clean knife or blade holders to workplace standards 2.3 Assess condition of knife or blade holder, and correct defects 2.4 Select jig setting for knife or blade assembly 2.5 Separate and re-assemble knife or blade assembly according to manufacturer recommendations
3. Sharpen knives or blades	3.1 Clean excess build-up from knives or blades and inspect for defects, replacing those unable to be repaired by sharpening 3.2 Select geometry for knives or blades from manufacturer instructions 3.3 Select manual sharpening equipment and suitable attachment for holding the knife or blade 3.4 Feed sharpening equipment across knife or blade, into cutting edge, to obtain clean cutting edge that conforms with geometric requirements without defects and burns 3.5 Inspect knife or blade after sharpening for accuracy, and hone remaining burrs to obtain a sharp cutting edge 3.6 Identify, record and report sharpening and equipment faults to the appropriate personnel

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Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria

Skill	Description
Numeracy	• Identifies the pitch and angle that a knife or blade is sharpened at
Interact with others	• Uses modes of communication suitable to purpose to confirm and clarify understanding
Get the work done	• Recognises and responds to routine problems

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FWPCOT3271 Hand sharpen knives and blades for commercial and domestic cutting services	FWPCOT3201 Hand sharpen knives and blades	Updated application statement; revised knowledge evidence; updated unit code and title to reflect changes and for compliance	Equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPCOT3271 Hand sharpen knives and blades for commercial and domestic cutting services

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 5.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that, on at least one occasion, the individual has:

- followed work order and relevant workplace health and safety and environmental protection procedures
- prepared for hand sharpening of knives or blades
- safely and effectively hand sharpened knives or blades using powered and manual sharpening equipment
- removed and replaced knives or blades from designated machinery
- recorded and reported workplace activity.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- regulations, standards, codes of practice and established safe practices for hand sharpening knives and blades
- geometry of knives and blades, including the pitch and angle that a knife or blade is sharpened at, allowing for the device that the knife or blade is in and the material to be cut
- defects in the cutting edges of knives and blades:
  - burrs
  - burns
  - chips
  - splits
  - dents
- characteristics of different types of metal knives and blades:
  - drill bits
  - hand chainsaw

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    - clipper blades
    - gardening tools
    - scissors
    - wood chisels
    - mincer blades
    - shears
    - other cutting equipment types with knives or blades
- sharpening methods and geometry:
    - pitch
    - depth of cut
    - speed the knife or blade is sharpened at to obtain a sharp edge
- basic knowledge of physics of knives or blades, including:
    - blade material and properties
    - impact of material-to-be-cut properties on knives or blades
    - direction of cut
    - forces on a knife or blade
    - heat removal when relevant
    - knife or blade configuration
- types, safe use and maintenance of manual sharpening equipment:
    - power-driven sharpening equipment with procedures for safe use and lock-out
    - files (round, triangular, square and flat)
    - honing tools
    - saw sets
- risks and hazards associated with hand sharpening knives and blades
- workplace procedures for hand sharpening knives and blades:
    - workplace health and safety with particular emphasis on equipment lock-out, use of personal protective equipment (PPE) and safe manual handling techniques
    - recording and reporting production outcomes and equipment faults
    - communication channels and protocols
- environmental protection requirements, including the safe disposal of waste material and the cleaning of plant, tools and equipment.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
    - skills must be demonstrated in a saw technician workshop, a sawmill facility or an environment that accurately represents workplace conditions
- resources, equipment and materials:
    - PPE suitable for hand sharpening knives and blades

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  - equipment from which knives and blades are to be removed for inspection and sharpening
  - knives and blades to be hand sharpened
  - power-driven sharpening equipment with procedures for safe use and lock-out
  - files (round, triangular, square and flat)
  - honing tools
  - saw sets
- specifications:
  - manufacturer instructions for use, repair and maintenance of equipment
  - work order with specific instructions for hand sharpening knives and blades
  - workplace procedures for sharpening knives and blades.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPCOT3272 Set up and run multi-head moulder/planer to produce simple profiles

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 5.0.

Application

This unit of competency describes the skills and knowledge required to set up and run a computer numerically controlled (CNC) or semi-automated multi-head moulder/planer to produce timber with simple profiles such as DAR (dressed all round) boards, either with a square edge or pencil round edge, or skip-dressed boards.

The unit applies to individuals who set up and run multi-head moulders/planers in a timber processing or manufacturing facility to produce timber with simple profiles.

All work must be carried out to comply with workplace procedures, according to state/territory health and safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Common Technical (COT)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for work	1.1 Review work order to determine job requirements and, where

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	required, seek clarification from appropriate personnel 1.2 Review workplace health and safety procedures, including the use of personal protective equipment, equipment lock-out and safe manual handling techniques 1.3 Identify, assess and take actions to mitigate risks and hazards associated with setting up and running a multi-head moulder/planer 1.4 Identify workplace environmental protection procedures for minimising and disposing of waste material, cleaning tools and equipment, and maximising energy efficiency 1.5 Consult with appropriate personnel to ensure that work is coordinated effectively with others in the workplace 1.6 Obtain tools, equipment and testing devices needed for the work, and check for correct operation and safety
2. Select and fit cutter heads for simple timber profile	2.1 Select cutter heads consistent with required timber profile 2.2 Check cutter heads for damage and defects according to manufacturer and workplace procedures 2.3 Prepare cutter head according to manufacturer procedures
3. Complete set-up	3.1 Adjust machine components to meet product requirements 3.2 Set safety hoods and machine guards according to manufacturer and workplace safety requirements 3.3 Calculate feed speed and set in relation to timber size, profile and species according to workplace procedures
4. Calibrate moulder/planer	4.1 Remove setting-up tools and other tools and equipment from the moulder/planer according to workplace procedures 4.2 Complete start-up check according to workplace procedures 4.3 Run test piece through the moulder/planer to check equipment operation, accuracy, quality and dimensions of finished work 4.4 Accept or reject trialled material and dispose of according to environmental protection practices 4.5 Adjust components until output timber conforms to the required profile
5. Operate multi-head moulder/planer	5.1 Maintain feed rate appropriate to machine capability, timber condition and board size 5.2 Assess dressing conditions regularly to ensure continuity of supply

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	and processing 5.3 Adjust conditions to optimise feed rate and maintain finished dimensions according to work order requirements 5.4 Regularly evaluate finish and measure dressed board dimensions, and make adjustments to ensure product quality and required dimensions 5.5 Dispose of incorrect cuts, off-cuts and defective material according to environmental protection practices
6. Monitor multi-head moulder/planer	6.1 Monitor in-feed and out-feed of timber to prevent degrading of the output product 6.2 Monitor quality of output product and make adjustments to correct identified quality issues according to workplace procedures 6.3 Monitor and maintain supplies of timber to ensure consistent operation of the moulder/planer
7. Maintain multi-head moulder/planer	7.1 Follow workplace safety procedures to lock out equipment 7.2 Check, remove and replace blunt and damaged cutters according to manufacturer recommendations 7.3 Dispose of used cutters according to environmental protection practices 7.4 Monitor dust extraction system during operation to ensure compliance with workplace health and safety requirements 7.5 Keep machine area clear of dust and debris according to workplace health and safety procedures 7.6 Record and report production outcomes, equipment faults and maintenance requirements to appropriate personnel

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description

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Skill	Description
Reading	• Extracts essential information from workplace documents on the operation of multi-head moulders/planers
Writing	• Prepares routine written reports that inform others about the outcomes of work activities
Oral communication	• Employs active listening and questioning to clarify information on process flow in sawmills
Numeracy	• Measures finished dimensions against specifications and allowable tolerances
Navigate the world of work	• Understands main tasks, responsibilities and boundaries of own role
Interact with others	• Uses modes of communication suitable to purpose to confirm and clarify understanding
Get the work done	• Recognises and responds to routine problems

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FWPCOT3272 Set up and run multi-head moulder/planer to produce simple profiles	FWPCOT3266 Dress timber using multi-headed machines	This unit and FWPCOT3273 have replaced FWPCOT3266 for creating specific skills required of operators using multi-head moulder/planer to produce timber with simple profiles	No equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPCOT3272 Set up and run multi-head moulder/planer to produce simple profiles

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 5.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that, on at least one occasion, the individual has:

- set up and run a multi-head moulder/planer to produce timber with any of the following simple profiles:
  - dressed all round (DAR) boards, either with a square edge or pencil round edge
  - skip-dressed boards
- in doing the above job:
  - followed work order and relevant workplace health and safety and environmental protection procedures
  - selected and fitted cutter heads for a profile specified in a work order
  - calibrated the moulder/planer to ensure output timber conforms to the required profile
  - run the moulder/planer
  - completed workplace reports on set-up, calibration and production activities.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose, features, operating parameters, components and operation of multi-head moulders/planers
- equipment used in setting up and running multi-head moulders/planers
- types of cutters used to produce simple profiles
- types and applications of simple profiles:
  - DAR timber boards, either with a square edge or pencil round edge
  - skip-dressed timber boards
- cutter head damage and defects:

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    - types
    - effects
    - corrective actions
- multi-head moulder/planer machine components:
    - cutters
    - fences
    - guides
    - bed plates
    - rollers
    - beam
- variables impacting on the finished quality of machined timber:
    - machine variables, including cutting speed, cutter pitch, feed speed, cutting angles, cutter sharpness
    - timber variables, including moisture content, grade, age, species
- feed rates and how they affect production output and finished quality of timber boards
- methods for calculating feed speed
- factors that impact on the selection of feed speed:
    - size
    - profile
    - species
- typical timber defects and how these impact on the quality of finished product:
    - warp
    - wane
    - cupping
    - shakes
    - insect defects
    - knots
    - resin pockets
- industry standard profiles, lengths, cross-sections and tolerances and applicable terminology
- cutting patterns used on boards to achieve maximum volume recovery
- methods for assessing cutter condition
- types of risk and hazards and mitigation measures associated with dressing boards using multi-head moulders/planers
- workplace procedures specific to dressing boards using multi-head moulders/planers:
    - workplace health and safety, with particular emphasis on equipment lock-out, use of personal protective equipment (PPE) and safe manual handling techniques
    - communication reporting lines
    - recording and reporting production outcomes, equipment faults and maintenance requirements
    - environment protection legislation relating to sawmill operations.

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Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a timber processing or manufacturing facility or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - multi-head moulder/planer
  - cutters for simple profiles
  - tools for setting up and calibrating multi-head moulders/planers
  - PPE suitable for setting up and running multi-head moulders/planers
- specifications:
  - template documents for recording outcomes of setting up and running multi-head moulders/planers
  - manufacturer instructions for setting up and running multi-head moulders/planers
  - work order with specific instructions for setting up and running multi-head moulders/planers
  - workplace procedures for setting up and running multi-head moulders/planers.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPCOT3273 Set up and run multi-head moulder to produce complex profiles

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 5.0.

Application

This unit of competency describes the skills and knowledge required to set up and run a computer numerically controlled (CNC) or semi-automated multi-head moulder in a sawmill to produce timber with complex profiles such as tongue and groove flooring, lining board, shiplap, joinery profiles and other detailed mouldings.

The unit applies to individuals who set up and run multi-head moulders in a sawmill to produce timber with complex profiles.

All work must be carried out to comply with workplace procedures, according to state/territory health and safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Common Technical (COT)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for work	1.1 Review work order to determine job requirements and, where

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	required, seek clarification from appropriate personnel 1.2 Review workplace health and safety procedures, including the use of personal protective equipment, equipment lock-out and safe manual handling techniques 1.3 Identify, assess and take actions to mitigate risks and hazards associated with setting up and running a moulder to produce complex profiles 1.4 Identify workplace environmental protection procedures for minimising and disposing of waste material, cleaning tools and equipment, and maximising energy efficiency 1.5 Consult with appropriate personnel to ensure that work is coordinated effectively with others in the workplace 1.6 Obtain tools, equipment and testing devices needed for the work, and check for correct operation and safety
2. Select and fit cutter heads for complex timber profile	2.1 Select cutter heads consistent with required timber profile 2.2 Check cutter heads for damage and defects according to manufacturer and workplace procedures 2.3 Prepare cutter head according to manufacturer procedures 2.4 Select and fit splitting units, as required, according to workplace procedures to produce required timber sizes
3. Complete set-up	3.1 Adjust machine components to meet product requirements 3.2 Set safety hoods and machine guards according to manufacturer and workplace safety requirements 3.3 Calculate feed speed and set in relation to timber size, profile and species according to workplace procedures
4. Calibrate moulder	4.1 Remove setting-up tools and other tools and equipment from the moulder according to workplace procedures 4.2 Complete start-up check according to workplace procedures 4.3 Run test piece through the moulder to check equipment operation, accuracy, quality and dimensions of finished work 4.4 Accept or reject trialled material and dispose of according to environmental protection practices 4.5 Monitor dust extraction system during the test run and test piece machining to ensure compliance with workplace health and safety

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	requirements 4.6 Adjust components until output timber conforms to the required profile 4.7 Check operation of branding equipment and install brand, as required, according to workplace procedures 4.8 Reset tally meter as required according to workplace procedures 4.9 Record and report outcomes of set-up and calibration activities, including equipment faults and maintenance requirements, to appropriate personnel
5. Operate multi-head moulder	5.1 Maintain feed rate appropriate to machine capability, timber condition and board size 5.2 Assess dressing conditions regularly to ensure continuity of supply and processing 5.3 Adjust conditions to optimise feed rate and maintain finished dimensions according to work order requirements 5.4 Regularly evaluate finish and measure dressed board dimensions, and make adjustments to ensure product quality and required dimensions 5.5 Dispose of incorrect cuts, off-cuts and defective material according to environmental protection practices
6. Monitor multi-head moulder	6.1 Monitor in-feed and out-feed of timber to prevent degrading of output product 6.2 Monitor quality of output product and make adjustments to correct identified quality issues according to workplace procedures 6.3 Monitor and maintain supplies of timber to ensure consistent operation of the moulder
7. Maintain multi-head moulder	7.1 Follow workplace safety procedures to lock out equipment 7.2 Check cutter for bluntness or damage 7.3 Remove and replace cutters according to manufacturer recommendations 7.4 Dispose of used cutters according to environmental protection practices 7.5 Monitor dust extraction system during operation to ensure compliance with workplace health and safety requirements

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	7.6 Keep machine area clear of dust and debris according to workplace health and safety procedures 7.7 Record and report production outcomes, equipment faults and maintenance requirements to appropriate personnel

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Extracts essential information from workplace documents on the operation of multi-head moulders
Writing	• Prepares routine written reports that inform others about the outcomes of work activities
Oral communication	• Employs active listening and questioning to clarify information on process flow in sawmills
Numeracy	• Measures finished dimensions against specifications and allowable tolerances
Navigate the world of work	• Understands main tasks, responsibilities and boundaries of own role
Interact with others	• Uses modes of communication suitable to purpose to confirm and clarify understanding
Get the work done	• Recognises and responds to routine problems

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FWPCOT3273 Set up and run multi-head	FWPCOT3266 Dress timber using multi-headed	This unit and FWPCOT3272 have replaced FWPCOT3266 for creating specific skills	No equivalent unit

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moulder to produce complex profiles	machines	required of operators using multi-head moulder/planer to produce timber with complex profiles	

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPCOT3273 Set up and run multi-head moulder to produce complex profiles

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 5.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that, on at least one occasion, the individual has:

- set up and run a multi-head moulder to produce timber with any of the following complex profiles according to work order:
  - tongue and groove flooring
  - lining board
  - shiplap
  - joinery profiles
  - other detailed mouldings
- in doing the above job:
  - worked safely, including following workplace health and safety and environmental procedures
  - selected and fitted cutter heads for a profile specified in a work order
  - calibrated the moulder to ensure output timber conforms to the required profile
  - run the moulder
  - completed workplace reports on set-up and calibration activities.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose, features, operating parameters, components and operation of multi-head moulders
- equipment used in setting up and running multi-head moulders
- types of cutters used to produce complex profiles
- types and applications of complex profiles:

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  - tongue and groove flooring
  - lining board
  - shiplap
  - joinery profiles
  - other detailed mouldings
- cutter head damage and defects:
  - types
  - effects
  - corrective actions
- multi-head moulder machine components:
  - cutters
  - fences
  - guides
  - bed plates
  - rollers
  - beam
- variables impacting on the finished quality of machined timber:
  - machine variables, including cutting speed, cutter pitch, feed speed, cutting angles, cutter sharpness
  - timber variables, including moisture content, grade, age, species
- feed rates and how they affect production output and finished quality of timber boards
- methods for calculating feed speed
- factors that impact on the selection of feed speed:
  - size
  - profile
  - species
- typical timber defects and how these impact on the quality of finished timber product:
  - warp
  - wane
  - cupping
  - shakes
  - insect defects
  - knots
  - resin pockets
- industry standard profiles, lengths, cross-sections and tolerances and applicable terminology
- cutting patterns used on timber boards to achieve maximum volume recovery
- methods for assessing cutter condition
- types of risk and hazards and mitigation measures associated with dressing timber boards using multi-head moulders
- workplace procedures specific to dressing timber boards using multi-head moulders:

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- workplace health and safety, with particular emphasis on equipment lock-out and use of personal protective equipment (PPE)
- communication reporting lines
- recording and reporting of production outcomes, equipment faults and maintenance requirements
- environment protection legislation relating to sawmill operations.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a timber sawmill or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - multi-head moulder
  - cutters for complex profiles
  - tools for setting up and calibrating multi-head moulders
  - PPE suitable for setting up and running multi-head moulders
- specifications:
  - template documents for recording outcomes of setting up and running multi-head moulders
  - manufacturer instructions for setting up and running multi-head moulders
  - work order with specific instructions for setting up and running multi-head moulders
  - workplace procedures for setting up and running multi-head moulders.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPCOT3274 Cut timber products using high-speed optimiser

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 5.0.

Application

This unit of competency describes the skills and knowledge required to prepare and cut timber products to differing lengths and angles using computer numerical control (CNC) optimising docking and trimming saws.

The unit applies to individuals who cut timber products using a high-speed optimiser in a timber processing or timber product manufacturing plant.

All work must be carried out to comply with workplace procedures, according to state/territory health and safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Common Technical (COT)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for cutting timber product	1.1 Review work order to determine job requirements and, where required, seek clarification from appropriate personnel 1.2 Review workplace health and safety procedures, including the use of personal protective equipment, equipment lock-out and safe manual

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	handling techniques 1.3 Identify, assess and take actions to mitigate risks and hazards associated with cutting timber products using a high-speed optimiser 1.4 Identify workplace environmental protection procedures for minimising and disposing of waste material, cleaning tools and equipment, and maximising energy efficiency 1.5 Obtain type and quantity of timber product to be cut from a storage location 1.6 Identify required cutting patterns and saw set-up sequences
2. Operate CNC optimising saws	2.1 Perform pre-operational checks according to manufacturer and workplace procedures 2.2 Select and set computer software program to job specifications and check machine cycle 2.3 Complete trial run to verify system operation and check timber product for length and angle specification within the set tolerance 2.4 Use machine according to workplace safety procedures, manufacturer instructions and environmental protection practices 2.5 Load timber product into the machine and operate to minimise waste and ensure correct lengths and angles are produced 2.6 Monitor the process regularly to ensure continuity of material flow, and quality and quantity of production output 2.7 Redirect incorrect cuts, off-cuts and timber product with defects for reuse, recycling or disposal according to workplace procedures and environmental protection practices 2.8 Identify routine processing problems, and resolve or report to appropriate personnel
3. Perform operator maintenance	3.1 Lock out machine and equipment according to workplace safety procedures 3.2 Check saw blades for bluntness or damage 3.3 Remove and replace saw blades according to manufacturer recommendations 3.4 Dispose of used blades according to environmental protection practices 3.5 Keep the work area clear of dust and debris according to workplace safety procedures

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	3.6 Record and report production outcomes, equipment faults and maintenance requirements to appropriate personnel

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Extracts essential information from operational manuals to determine safe operating procedures for equipment
Writing	• Prepares routine written reports using the required format, language and structure
Oral communication	• Employs active listening and questioning to clarify the content of work orders
Numeracy	• Interprets graphical information presented in electronic and print formats • Sets numerical data on computer optimising program according to length and angle specifications • Measures finished dimensions for specified length and angle and allowable tolerances
Navigate the world of work	• Understands main tasks, responsibilities and boundaries of own role
Interact with others	• Uses modes of communication suitable to purpose to confirm and clarify understanding

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FWPCOT3274 Cut timber products using	FWPCOT3206 Cut material using high speed optimiser	Updated application statement; updated performance criteria to reflect environmental and	Equivalent unit

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high-speed optimiser		workplace health and safety requirements; updated foundation skills; added performance evidence to map to performance criteria; updated unit title and code to reflect changes	

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPCOT3274 Cut timber products using high-speed optimiser

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 5.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that, on at least one occasion, the individual has:

- cut three or more of the following timber products using a high-speed optimiser, according to work order:
  - laminated veneer timber
  - plywood
  - chipboard
  - medium density fibreboard
  - dressed timber
  - preservative treated timber
  - finger jointed timber
- in doing the above job, the individual has:
  - read and clarified work order
  - followed relevant workplace health and safety and environmental protection procedures
  - prepared computer numerical control (CNC) optimising saw for cutting timber product at a specified length and angle
  - identified cutting pattern
  - set optimising software program
  - operated machine and equipment according to manufacturer procedures
  - monitored production output and quality
  - performed operator maintenance.

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Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- features, programming and operation of CNC optimising docking and trimming saws
- range of cutting patterns used with CNC optimising saws to achieve maximum output of timber product
- range of industry standard lengths, cross-sections and tolerances for relevant timber products and applicable terminology
- methods for assessing saw blade condition
- methods of monitoring production output and quality
- types of risk and hazards and mitigation measures associated with cutting timber products using high-speed optimisers
- workplace procedures specific to cutting timber products using high-speed optimisers:
  - workplace health and safety, with particular emphasis on equipment lock-out and use of personal protective equipment (PPE)
  - communication reporting lines
  - recording and reporting production outcomes, equipment faults and maintenance requirements
- environmental protection practices for timber processing or wood product manufacturing plants:
  - reducing water and energy use
  - cleaning plant, tools and equipment
  - disposing of, recycling and reusing timber and other waste.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a timber processing plant, a wood product manufacturing plant or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - CNC optimising docking and trimming saws
  - a computer program for optimising saws
  - maintenance tools and equipment for optimising saws
  - consumable saw blades
  - PPE suitable for cutting timber using high-speed optimisers
  - three or more of the following types of timber products: laminated veneer timber, plywood, chipboard, medium density fibreboard, dressed timber, preservative treated timber, finger jointed timber
- specifications:

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- template documents for recording production outcomes, equipment faults and maintenance requirements
- manufacturer instructions for use and maintenance of equipment
- work order with specific instructions for cutting material using high-speed optimisers
- workplace procedures for cutting material using high-speed optimisers.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPCOT3275 Set up, operate and maintain end matching machines

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 5.0.

Application

This unit of competency describes the skills and knowledge required to coordinate operational logistics for end matching activities that include planning schedules for operators, setting up equipment for production runs, resolving processing problems and coordinating equipment shut-down and maintenance.

The unit applies to individuals who set up, operate and maintain end matching operations in a timber processing or manufacturing facility.

All work must be carried out to comply with workplace procedures, according to state/territory health and safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Common Technical (COT)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for end	1.1 Review production orders for grades, quantities of timber

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
matching operations	requiring rework, cross-sections and end use 1.2 Review workplace health and safety procedures, including the use of personal protective equipment, equipment lock-out and safe manual handling techniques 1.3 Identify, assess and take actions to mitigate risks and hazards associated with operating end matching machines 1.4 Identify workplace environmental protection procedures for minimising and disposing of waste material, cleaning tools and equipment and maximising energy efficiency 1.5 Plan end matching operations according to production requirements and workplace procedures 1.6 Develop end matching schedule to ensure optimum production outcomes and maximise equipment, labour and material use 1.7 Communicate end matching schedule to operators according to workplace procedures
2. Set up end matching machine and operation	2.1 Check end matching machine and equipment for operational effectiveness and adjust set-up to meet production requirements 2.2 Select, check, prepare and install cutters to suit end profile and timber cross-section 2.3 Set feed rates, guides and conveyors to suit timber cross-section and characteristics 2.4 Cut trial timber joints and check end profiles against specifications 2.5 Join trial timber boards and test for strength and appearance 2.6 Accept or reject trialled timber and dispose of waste according to environmental protection practices 2.7 Resolve any machining problems and make final adjustments to equipment set-up according to workplace procedures and production requirements
3. Start up and monitor end matching operation	3.1 Start up end matching machine and process in conjunction with operators according to workplace procedures and manufacturer specifications 3.2 Monitor end matching process and production output and quality 3.3 Identify routine equipment and processing problems, and resolve or report to appropriate personnel according to workplace procedures 3.4 Record and report production outcomes according to workplace

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	procedures
4. Coordinate machine shut-down and maintenance	4.1 Coordinate end matching machine and equipment shut-down with operators according to workplace safety procedures 4.2 Assist maintenance personnel to identify and resolve equipment faults 4.3 Plan and coordinate routine maintenance of end matching machine and equipment according to workplace procedures and maintenance schedules

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Numeracy	• Identifies quantities of required material to fill production orders • Measures trialled material dimensions and profiles against specifications and appropriate tolerances • Completes routine calculations to determine end matching schedules, considering labour and equipment resource capacity
Navigate the world of work	• Understands main tasks, responsibilities and boundaries of own role
Interact with others	• Uses modes of communication suitable to purpose to confirm and clarify understanding
Get the work done	• Recognises and responds to routine problems

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FWPCOT3275 Set up, operate	FWPCOT3209 Set up, operate and	Updated workplace health and safety requirements; renamed	Equivalent unit

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and maintain end matching machines	maintain end matching operations	element 1; split element 2; revised performance evidence to map to performance criteria; updated unit code and title for clarity and compliance	

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPCOT3275 Set up, operate and maintain end matching machines

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 5.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that, on at least one occasion, the individual has:

- followed work order and relevant workplace health and safety and environmental protection procedures
- prepared for end matching operations
- planned and communicated end matching schedule to operators:
  - timber cross-sections to be end matched
  - end matching profiles
  - finished product grades
  - quantities to be produced
  - changeover times
- set up end matching machine and equipment
- monitored end matching operation
- completed production records
- coordinated shut-down and maintenance of end matching machine and equipment.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- operational capacity of end matching machine and equipment
- typical workflow processes for end matching operations
- methods of determining end matching schedules to maximise equipment, labour and material use
- format, content and use of end matching schedules
- monitoring processes for end matching machines and overall production process
- typical processing and equipment faults and solutions for minimal production disruption

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- range of industry standard cross-sections for end matched timber products, their strength, tolerances and applicable terminology
- purpose, features, operation and maintenance requirements of equipment used to produce end matched products, including:
  - guides
  - cutters
  - conveyors
- types of risk and hazards and mitigation measures associated with end matching operations
- workplace procedures specific to coordinating end matching operations:
  - workplace health and safety, with particular emphasis on equipment lock-out, use of personal protective equipment (PPE) and safe manual handling techniques
  - use of end matching machine and equipment
  - communication reporting lines for operator team members and self
  - documenting and communicating end matching schedules
  - recording and reporting production outcomes and maintenance schedules
- environmental protection practices for timber processing or manufacturing facilities:
  - reducing water and energy use
  - cleaning plant, tools and equipment
  - disposing of, recycling and reusing timber and other waste.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a timber processing or manufacturing facility or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - end matching equipment and associated repair and maintenance tools
  - computers, keyboards, printers and software to prepare end matching schedules and maintenance documents
  - PPE suitable for end matching operations
  - a diverse range of commercial timber
- specifications:
  - template documents for end matching schedules, production reports and maintenance reports
  - production orders with specific information about grades, quantities and cross-sections for specified end matched timber products
  - maintenance schedule for end matching equipment
  - workplace procedures for coordinating end matching operations.

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Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPCOT3276 Sharpen cutters using a straight knife grinder

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 5.0.

Application

This unit of competency describes the skills and knowledge required to sharpen cutters using a straight knife grinder.

The unit applies to individuals who sharpen cutters on a straight knife grinder for use on a moulder/planer to produce timber with simple profiles such as DAR (dressed all round) boards, either with a square edge or pencil round edge, or skip-dressed boards. Straight cutters are also used on veneer cutting machines and chippers.

All work must be carried out to comply with workplace procedures, according to state/territory health and safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Common Technical (COT)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for work	1.1 Review work order to determine job requirements and, where required, seek clarification from appropriate personnel 1.2 Review workplace health and safety procedures, including the use

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	of personal protective equipment, equipment lock-out and safe manual handling techniques 1.3 Identify, assess and take actions to mitigate risks and hazards associated with sharpening cutters using a straight knife grinder 1.4 Identify workplace environmental protection procedures for minimising and disposing of waste material, cleaning tools and equipment, and maximising energy efficiency 1.5 Consult with appropriate personnel to ensure that work is coordinated effectively with others in the workplace 1.6 Obtain tools, equipment and testing devices needed for the work and check for correct operation and safety
2. Clean and check cutters before sharpening	2.1 Clean cutters according to workplace procedures 2.2 Check cutters for faults and take remedial action according to workplace procedures 2.3 Match cutters in pairs for dimension, shape and weight, and mark according to workplace procedures
3. Prepare grinder	3.1 Clean grinder and work area according to workplace procedures 3.2 Select grinding wheel and grinding speed according to workplace procedures 3.3 Check grinding wheel for faults and take remedial action according to workplace procedures 3.4 Fit grinding wheel and check grinder operation according to manufacturer and workplace procedures 3.5 Check and dress grinding wheel according to manufacturer and workplace procedures
4. Mount cutters and adjust grinder	4.1 Set cutters in grinder according to manufacturer procedures 4.2 Set grinding angle according to manufacturer and workplace procedures 4.3 Adjust clearance between grinding wheel and cutters according to manufacturer specifications 4.4 Set wheel advance according to manufacturer specifications 4.5 Set traversing stops according to manufacturer specifications 4.6 Check and top up coolant level according to manufacturer specifications

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
5. Sharpen cutters	5.1 Clean and lubricate grinder as required, according to manufacturer specifications 5.2 Select and fit correct grinding wheel and set angles according to manufacturer specifications 5.3 Mount cutters for grinding according to manufacturer specifications 5.4 Check operation of grinder for problems after the first pass according to workplace procedures 5.5 Maintain coolant flow rate and cleanliness during wet grinding according to workplace procedures 5.6 Sharpen cutter edges to the specified angle according to workplace procedures 5.7 Ground cutter edges to a constant straight line according to workplace procedures 5.8 Hone cutters and remove burrs according to workplace procedures 5.9 Clean grinder after sharpening according to workplace procedures
6. Check and store sharpened cutters	6.1 Check cutter repairs and re-ground where required according to workplace procedures 6.2 Set up balancing equipment according to manufacturer specifications 6.3 Measure cutter weight and take remedial action when excess weight is detected according to workplace procedures 6.4 Store cutters in matched pairs or sets according to workplace procedures 6.5 Record and report work outcomes, equipment faults and maintenance requirements to appropriate personnel

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description

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Skill	Description
Numeracy	• Measures finished dimensions against specifications and allowable tolerances
Navigate the world of work	• Understands main tasks, responsibilities and boundaries of own role
Interact with others	• Uses modes of communication suitable to purpose to confirm and clarify understanding
Get the work done	• Recognises and responds to routine problems

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FWPCOT3276 Sharpen cutters using a straight knife grinder	FWPCOT3210 Sharpen cutting tools	The original unit has been replaced by three units, including this unit, to define specific skills required of operators for using different methods and equipment for sharpening different types of cutters to produce timber with simple and complex profiles	No equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPCOT3276 Sharpen cutters using a straight knife grinder

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 5.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that, on at least one occasion, the individual has sharpened cutters using a straight knife grinder and has:

- followed work order and relevant workplace health and safety and environmental protection procedures
- cleaned and checked cutters prior to sharpening
- prepared the grinder
- mounted the cutters and adjusted the grinder
- checked and stored the sharpened cutters'
- completed workplace reports.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose, features, operating parameters, components and operation of straight knife grinders used to sharpen cutters
- equipment used in setting up and running straight knife grinders
- types of cutters used to produce simple profiles
- types, effects and remedial action for dealing with cutters faults:
  - warp
  - cracks
  - chips
  - burns
  - delamination
  - raised spots
- types, effects and remedial action for dealing with grinding wheel faults:

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    - cracks
    - clogging
- effects of incorrect set-up of coolant flow, traversing stops, traversing speed, wheel advance, grinding angle
- problems associated with operation of grinder:
    - burning
    - incorrect grinding angle
    - incorrect cutter set-up
- defects in cutter edges after sharpening:
    - burning
    - chipping
- procedures for:
    - checking and cleaning cutters prior to sharpening
    - preparing grinder
    - mounting cutters in grinder
    - sharpening cutters
    - storing cutters
- types and applications of simple profiles:
    - dressed all round (DAR) boards, either with a square edge or pencil round edge
    - skip-dressed boards
- types and effects of hazards and control measures associated with using grinders:
    - grinding wheel disintegration
    - loose grinding wheel
    - exposure to grinding coolant
- workplace procedures specific to using straight knife grinders:
    - workplace health and safety, with particular emphasis on equipment lock-out, isolation procedures, machine guarding and use of personal protective equipment (PPE)
    - communication reporting lines
    - recording and reporting production outcomes, equipment faults and maintenance requirements
    - environment protection legislation relating to sawmill operations.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
    - skills must be demonstrated in a timber processing or manufacturing facility or an environment that accurately represents workplace conditions
- resources, equipment and materials:
    - straight knife grinder
    - cutters for simple profiles

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- tools for setting up straight knife grinder
- PPE for sharpening cutters using a straight knife grinder
- cutters
- lubricant
- coolant

- specifications:
  - template documents for recording work outcomes, equipment faults and maintenance requirements
  - manufacturer instructions for sharpening cutters using a straight knife grinder
  - work order with specific instructions for sharpening cutters using a straight knife grinder
  - workplace procedures for sharpening cutters using a straight knife grinder.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPCOT3277 Sharpen cutters in head using a profile knife grinder

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 5.0.

Application

This unit of competency describes the skills and knowledge required to sharpen cutters in head using a profile knife grinder.

The unit applies to individuals who sharpen cutters in head on a profile knife grinder for use on a moulder in a timber processing facility to produce timber with complex profiles such as tongue and groove flooring, lining board, shiplap, joinery profiles and other detailed mouldings.

All work must be carried out to comply with workplace procedures, according to state/territory health and safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Common Technical (COT)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for work	1.1 Review work order to determine job requirements, including cutter profile type, dimensions and tooling information, and, where required,

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	seek clarification from appropriate personnel 1.2 Review workplace health and safety procedures, including the use of personal protective equipment, equipment lock-out and safe manual handling techniques 1.3 Identify, assess and take actions to mitigate risks and hazards associated with sharpening cutters in head using a profile knife grinder 1.4 Identify workplace environmental protection procedures for minimising and disposing of waste material, cleaning tools and equipment, and maximising energy efficiency 1.5 Consult with appropriate personnel to ensure that work is coordinated effectively with others in the workplace 1.6 Obtain tools, equipment and testing devices needed for the work, and check for correct operation and safety 1.7 Select template for profile knife grinder according to cutter profile requirements
2. Clean and check cutter head before sharpening	2.1 Clean cutter head according to workplace procedures 2.2 Check cutters and cutter head for faults and take remedial action according to workplace procedures 2.3 Check, adjust and position cutters and cutter head according to manufacturer specifications
3. Prepare grinder	3.1 Clean grinder and work area according to workplace procedures 3.2 Select grinding wheel and grinding speed according to workplace procedures 3.3 Check grinding wheel for faults and take remedial action according to workplace procedures 3.4 Shape and dress grinding wheel according to manufacturer and workplace procedures 3.5 Fit grinding wheel on its supporting arbor and check grinder operation according to manufacturer and workplace procedures 3.6 Set grinding angle and automatic feed according to manufacturer and workplace procedures 3.7 Check size and shape of the stylus for suitability for the cutter profile
4. Mount and adjust	4.1 Lock cutter head to arbor according to manufacturer specifications

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
cutter head and template in the grinder	4.2 Set dividing head and tool rest according to manufacturer specifications 4.3 Mount template and adjust to cutters according to manufacturer specifications 4.4 Adjust clearance between grinding wheel and cutters according to manufacturer specifications 4.5 Check and top up coolant level according to manufacturer specifications
5. Sharpen cutters in head	5.1 Check operation of grinder for problems after the first pass 5.2 Maintain coolant flow rate and cleanliness during wet grinding to prevent the cutter from burning 5.3 Grind cutters until the specified edge and clearance angles are obtained across all cutters 5.4 Grind cutters to conform to the template 5.5 Sharpen cutter edges to specified angle, within permitted tolerances for concentricity and weight, and check that cutter is free from defects 5.6 Hone cutters and remove burrs according to workplace procedures 5.7 Clean grinder after sharpening according to workplace procedures
6. Store cutter head	6.1 Drain cutter head, if applicable 6.2 Store cutter head according to workplace procedures 6.3 Record and report work outcomes, equipment faults and maintenance requirements to appropriate personnel

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Numeracy	• Measures finished dimensions against specifications and allowable tolerances

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Skill	Description
Navigate the world of work	• Understands main tasks, responsibilities and boundaries of own role
Interact with others	• Uses modes of communication suitable to purpose to confirm and clarify understanding
Get the work done	• Recognises and responds to routine problems

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FWPCOT3277 Sharpen cutters in head using a profile knife grinder	FWPCOT3210 Sharpen cutting tools	The original unit has been replaced by three units, including this unit, to define specific skills required of operators for using different methods and equipment for sharpening different types of cutters to produce timber with simple and complex profiles	No equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPCOT3277 Sharpen cutters in head using a profile knife grinder

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 5.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that, on at least one occasion, the individual has sharpened cutters in head using a profile knife grinder and has:

- followed work order and relevant workplace health and safety and environmental protection procedures
- selected template that met profile requirements
- cleaned and checked cutters and cutter head before sharpening
- prepared the grinder
- mounted and adjusted cutter head and template in the grinder
- stored cutter head after sharpening
- completed workplace reports.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose, features, operating parameters, components and operation of profile knife grinders used to sharpen cutters in head
- equipment used in setting up and running profile knife grinders
- purpose of template and specifications
- components of cutter head
- types of cutters used to produce complex profiles
- types, effects and remedial action for dealing with cutter and cutter head faults:
  - warp
  - cracks
  - chips
  - burns

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  - delamination
  - raised spots
- types of grinder wheels for sharpening various cutter profiles
- types, effects and remedial action for dealing with grinding wheel faults:
  - cracks
  - clogging
- effects of an incorrect set-up of coolant flow, traversing stops, traversing speed, wheel advance, grinding angle
- problems associated with the operation of grinder:
  - burning
  - incorrect grinding angle
  - incorrect cutter set-up
- defects in cutter edges after sharpening:
  - burning
  - chipping
  - grinding marks
- procedures for:
  - cleaning cutters and cutter head
  - preparing grinder
  - mounting and adjusting cutter head and template in the grinder
  - grinding and honing cutters in head
  - storing cutter head
- cutting angles for specific wood species and desired finish
- tolerances for concentricity and weight
- types and applications of complex profiles:
  - tongue and groove flooring
  - lining board
  - shiplap
  - joinery profiles and other detailed mouldings
- types and effects of hazards and control measure associated with using grinders:
  - grinding wheel disintegration
  - loose grinding wheel
  - exposure to grinding coolant
- workplace procedures specific to using profile knife grinders:
  - workplace health and safety, with particular emphasis on equipment lock-out, isolation procedures, machine guarding and use of personal protective equipment (PPE)
  - communication reporting lines
  - recording and reporting production outcomes, equipment faults and maintenance requirements
  - environment protection legislation relating to sawmill operations.

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Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a timber processing facility or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - profile knife grinder
  - cutters in head for complex profiles
  - tools for setting up profile knife grinder
  - PPE for sharpening cutters in head using a profile knife grinder
  - coolant
- specifications:
  - template documents for recording work outcomes, equipment faults and maintenance requirements
  - manufacturer instructions for sharpening cutters in head using a profile knife grinder
  - work order with specific instructions for sharpening cutters in head using a profile knife grinder
  - workplace procedures for sharpening cutters in head using a profile knife grinder.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPCOT3278 Sharpen cutters in head using a straight knife grinder

Modification History

Release	Comments
Release 2	This version released with FWP Forest and Wood Products Training Package Version 6.0.
Release 1	This version released with FWP Forest and Wood Products Training Package Version 5.0.

Application

This unit of competency describes the skills and knowledge required to sharpen cutters in head using a straight knife grinder.

The unit applies to individuals who sharpen cutters in head on a straight knife grinder for use on a moulder/planer to produce timber with simple profiles such as DAR (dressed all round) boards, either with a square edge or pencil round edge, or skip-dressed boards.

All work must be carried out to comply with workplace procedures, according to state/territory health and safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Common Technical (COT)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for work	1.1 Review work order to determine job requirements and, where required, seek clarification from appropriate personnel 1.2 Review workplace health and safety procedures, including the use of personal protective equipment, equipment lock-out and safe manual handling techniques 1.3 Identify, assess and take actions to mitigate risks and hazards associated with sharpening cutters in head using a straight knife grinder 1.4 Identify workplace environmental protection procedures for minimising and disposing of waste material, cleaning tools and equipment, and maximising energy efficiency 1.5 Consult with appropriate personnel to ensure that work is coordinated effectively with others in the workplace 1.6 Obtain tools, equipment and testing devices needed for the work, and check for correct operation and safety
2. Clean and check cutter head before sharpening	2.1 Clean cutter head according to workplace procedures 2.2 Check cutter head for faults and take remedial action according to workplace procedures 2.3 Check, and if required adjust, cutters for position in or on cutter head according to manufacturer specifications
3. Prepare grinder	3.1 Clean grinder and work area according to workplace procedures 3.2 Select grinding wheel and grinding speed according to workplace procedures 3.3 Check grinding wheel for faults and take remedial action according to workplace procedures 3.4 Fit grinding wheel and check grinder operation according to manufacturer and workplace procedures 3.5 Shape and dress grinding wheel according to manufacturer and workplace procedures 3.6 Set grinding settings according to workplace requirements and manufacturer specifications
4. Mount and adjust cutter head in the grinder	4.1 Lock cutter head to arbor according to manufacturer specifications 4.2 Set tool rest according to manufacturer specifications 4.3 Set wheel advance according to manufacturer specifications

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	4.4 Set traversing stops according to manufacturer specifications 4.5 Adjust clearance between grinding wheel and cutters according to manufacturer specifications 4.6 Check and top up coolant level according to manufacturer specifications
5. Sharpen cutters in head	5.1 Check operation of grinder for problems after the first pass according to workplace procedures 5.2 Maintain coolant flow rate and cleanliness during wet grinding according to workplace procedures 5.3 Ground cutters until the specified edge and clearance angles are obtained across all cutters 5.4 Ground cutter edges to a constant straight line 5.5 Sharpen cutter to specified angle, within permitted tolerances for concentricity and weight, and check that cutter is free from defects 5.6 Hone cutters and remove burrs according to workplace procedures 5.7 Clean grinder after sharpening according to workplace procedures
6. Store cutter head	6.1 Drain cutter head, if applicable 6.2 Store cutter head according to workplace procedures 6.3 Record and report work outcomes, equipment faults and maintenance requirements to appropriate personnel

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Numeracy	• Measures finished dimensions against specifications and allowable tolerances
Navigate the world of work	• Understands main tasks, responsibilities and boundaries of own role

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Skill	Description
Interact with others	• Uses modes of communication suitable to purpose to confirm and clarify understanding
Get the work done	• Recognises and responds to routine problems

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FWPCOT3278 Sharpen cutters in head using a straight knife grinder Release 2	FWPCOT3278 Sharpen cutters in head using a straight knife grinder Release 1	Minor edit to Application	Equivalent

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPCOT3278 Sharpen cutters in head using a straight knife grinder

Modification History

Release	Comments
Release 2	This version released with FWP Forest and Wood Products Training Package Version 6.0.
Release 1	This version released with FWP Forest and Wood Products Training Package Version 5.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that, on at least one occasion, the individual has sharpened cutters in head using a straight knife grinder and has:

- followed work order and relevant workplace health and safety and environmental protection procedures
- cleaned and checked cutter head prior to sharpening
- prepared the grinder
- mounted and adjusted cutter head in grinder
- stored cutter head after sharpening
- completed workplace reports.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose, features, operating parameters, components and operation of straight knife grinders used to sharpen cutters in head
- equipment used in setting up and running straight knife grinders
- components of cutter head
- types of cutters used to produce simple profiles
- types, effects and remedial action for dealing with cutter and cutter head faults:
  - warp
  - cracks
  - chips

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    - burns
    - delamination
    - raised spots
- types, effects and remedial action for dealing with grinding wheel faults:
    - cracks
    - clogging
- effects of incorrect set-up of coolant flow, traversing stops, traversing speed, wheel advance, grinding angle
- problems associated with operation of grinder:
    - burning
    - incorrect grinding angle
    - incorrect cutter set-up
- defects in cutter edges after sharpening:
    - burning
    - chipping
    - grinding marks
- procedures for:
    - cleaning cutter head
    - preparing grinder
    - mounting and adjusting cutter head in grinder
    - grinding and honing cutters in-head
    - storing cutter head
- tolerances for concentricity and weight
- types and applications of simple profiles:
    - dressed all round (DAR) boards, either with a square edge or pencil round edge
    - skip-dressed boards
- types and effects of hazards and control measures associated with using grinders:
    - grinding wheel disintegration
    - loose grinding wheel
    - exposure to grinding coolant
- workplace procedures specific to using straight knife grinders:
    - workplace health and safety, with particular emphasis on equipment lock-out, isolation procedures, machine guarding and use of personal protective equipment (PPE)
    - communication reporting lines
    - recording and reporting production outcomes, equipment faults and maintenance requirements
    - environmental protection legislation relating to sawmill operations.

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Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a timber processing or manufacturing facility or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - straight knife grinder
  - cutters in head for simple profiles
  - tools for setting up straight knife grinder
  - PPE for sharpening cutters in head using a straight knife grinder
  - cutters
  - lubricant
  - coolant
- specifications:
  - template documents for recording work outcomes, equipment faults and maintenance requirements
  - manufacturer instructions for sharpening cutters in head using a straight knife grinder
  - work order with specific instructions for sharpening cutters in head using a straight knife grinder
  - workplace procedures for sharpening cutters in head using a straight knife grinder.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPCOT3279 Assess and maintain saw technology tools

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 5.0.

Application

This unit of competency describes the skills and knowledge required to assess and maintain straight edges, hammers, measuring equipment, back gauges and tension gauges.

The unit applies to individuals who maintain saw technology tools in a timber products manufacturing facility.

All work must be carried out to comply with workplace procedures, according to state/territory health and safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Common Technical (COT)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for maintenance	1.1 Review work order to determine job requirements and, where required, seek clarification from appropriate personnel 1.2 Review workplace health and safety procedures, including the use of personal protective equipment, equipment lock-out and safe manual

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	handling techniques 1.3 Identify, assess and take actions to mitigate risks and hazards associated with maintaining saw technology tools 1.4 Identify workplace environmental protection procedures for minimising and disposing of waste material, cleaning tools and equipment, and maximising energy efficiency 1.5 Select appropriate repair and maintenance tools and equipment, and check for operational effectiveness 1.6 Plan maintenance process according to work order
2. Maintain straight edge	2.1 Assess straight edge damage and wear and select appropriate maintenance method 2.2 Determine correct work angle for resurfacing or removal of wear 2.3 Clamp straight edge at correct angle to prevent movement, vibration and slippage during the resurfacing process 2.4 Inspect abrasive wheel or cutting tool, clean or change as required to suit work material removal, tolerance and surface texture requirements 2.5 Grind, machine or file straight edge to remove distortions and maintain edge straightness and flatness without overheating or causing distortion 2.6 Remove all signs of wear or damage from reference surfaces 2.7 Clean straight edge and de-bur edges 2.8 Dispose of distorted straight edge according to environmental protection practices 2.9 Record and report maintenance activities to appropriate personnel
3. Maintain tension gauges	3.1 Select grinder or other safe and appropriate method for maintaining tension gauges according to workplace procedures 3.2 Set grinder to produce required radius or circle diameter for the tension gauge 3.3 Position tension gauge and clamp in grinder securely, ensuring cord height is central to gauge length and arc is ground square to plane of the gauge body 3.4 Inspect grinding wheel and dress and change to suit work, material and required tolerance 3.5 Grind gauge to required accuracy and profile until all visible edge

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	and face wear is removed 3.6 Select and monitor grinding speed and feed rates to avoid overheating, distortion and burn marks 3.7 Dispose of tension gauges distorted during the process according to environmental protection practices 3.8 Record and report maintenance activities to appropriate personnel
4. Maintain measuring equipment	4.1 Access information required for maintenance or measuring equipment from manufacturer manuals 4.2 Check and calibrate measuring equipment against manufacturer specifications 4.3 Tag and remove from service faulty measuring equipment according to workplace procedures 4.4 Clean and store measuring equipment according to workplace and equipment manufacturer specifications 4.5 Record and report maintenance activities to appropriate personnel
5. Maintain hammers	5.1 Clean hammers according to manufacturer instructions 5.2 Assess condition of hammers according to workplace and manufacturer procedures 5.3 Grind and resurface worn hammers 5.4 Remove unserviceable hammers from service, and replace according to workplace procedures 5.5 Record and report maintenance activities to appropriate personnel
6. Maintain back gauges	6.1 Maintain back gauges according to manufacturer instructions 6.2 Tag and remove from service damaged or worn back gauges 6.3 Clean and store back gauges according to workplace procedures 6.4 Record and report maintenance activities to appropriate personnel

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

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Skill	Description
Reading	• Extracts key information from operational manuals to determine safe operating procedures for equipment
Writing	• Prepares routine written reports using required format, language and structure
Oral communication	• Employs active listening and questioning to clarify content of work orders
Numeracy	• Reads basic numeric setting on grinding wheels • Estimates speeds to suit straight edge and tension gauge requirements • Uses standard units of measurement for speed • Interprets tension gauge markings
Navigate the world of work	• Understands main tasks, responsibilities and boundaries of own role
Interact with others	• Uses modes of communication suitable to purpose to confirm and clarify understanding
Get the work done	• Recognises and responds to routine problems

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FWPCOT3279 Assess and maintain saw technology tools	FWPCOT3211 Maintain sawdoctoring tools	Added new elements; redrafted performance evidence; expanded knowledge evidence and assessment conditions to include additional tools; changed title and unit code to reflect updates and for compliance	No equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPCOT3279 Assess and maintain saw technology tools

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 5.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that, on at least one occasion, the individual has:

- assessed the condition of and maintained each of the following saw technology tools:
  - straight edges
  - hammers
  - measuring equipment
  - back gauges
  - tension gauges
- in doing the above job:
  - read and clarified a work order for assessing the condition and maintaining saw technology tools
  - followed work order and relevant workplace health and safety and environmental protection procedures
  - prepared for maintenance activities
  - maintained a straight edge
  - maintained a tension gauge
  - ground and resurfaced a hammer
  - maintained measuring equipment
  - maintained back gauge
  - completed workplace reports on maintenance activities.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

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- purpose, features and operation of tools and equipment used to maintain saw technology tools:
  - grinding machines
  - grinding machine attachments
  - abrasive grinding wheels
- types, purpose, features and use of:
  - straight edges
  - hammers including doghead, twist face, cross face, combination
  - measuring equipment including micrometers, vernier callipers, feeler gauge, pressure gauge, setting gauge
  - back gauges
  - tension gauges
- methods for:
  - assessing condition of straight edges and tension gauges
  - selecting appropriate grinding wheels
  - selecting and preparing appropriate straight edge/tension gauge material
  - maintaining straight edges, back gauges and tension gauges to specified requirements
  - maintaining measuring equipment
  - grinding and resurfacing hammers
- angles at which straight edges and tension gauges are ground
- range of speeds at which abrasive wheels can be operated without damaging materials being processed
- types of risk and hazards and mitigation measures associated with maintaining saw technology tools
- workplace procedures specific to maintaining saw technology tools:
  - workplace health and safety, with particular emphasis on equipment lock-out, use of personal protective equipment (PPE) and safe manual handling
  - communication reporting lines
  - recording and reporting processing problems and equipment faults
- environmental protection practices for repairing and maintaining saw technology tools:
  - reducing water and energy use
  - cleaning plant, tools and equipment
  - disposing of, recycling and reusing materials.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a saw technician workshop, a sawmill or an environment that accurately represents workplace conditions
- resources, equipment and materials:

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  - grinding machines
  - grinding machine attachments
  - abrasive grinding wheels with suitable characteristics
  - hand files
  - oil stones
  - straight edges, back gauges, hammers, measuring equipment and tension gauges
  - PPE suitable for repairing and maintaining saw technology tools
- specifications:
  - template documents for recording maintenance activities
  - manufacturer instructions for use, repair and maintenance of equipment
  - work order with specific instructions for maintaining saw technology tools
  - organisational procedures for maintaining saw technology tools.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPCOT3280 Replace saw blades, knives and guides

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 5.0.

Application

This unit of competency describes the skills and knowledge required to remove blunt or damaged saw blades, knives and guides from circular saws, band saws, chippers and canters, and install reconditioned cutting components.

The unit applies to individuals who replace saw blades, knives and guides in saws, chippers and canters in a timber processing or manufacturing facility.

All work must be carried out to comply with workplace procedures, according to state/territory health and safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Common Technical (COT)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for replacement	1.1 Review work order to determine job requirements and, where required, seek clarification from appropriate personnel 1.2 Review workplace health and safety procedures, including the use

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	of personal protective equipment, equipment lock-out and safe manual handling techniques 1.3 Identify, assess and take actions to mitigate risks and hazards associated with replacing saw blades, knives, and guides 1.4 Identify workplace environmental protection procedures for minimising and disposing of waste material, cleaning tools and equipment, and maximising energy efficiency 1.5 Select appropriate repair and maintenance tools and equipment, including lifting equipment if required, and check for operational effectiveness 1.6 Select replacement saw blades, knives and guides according to manufacturer recommendations 1.7 Transport saw blades, knives and guides for replacement to designated machines, using mechanical lifting aids as required
2. Replace saws, blades and guides	2.1 Lock out machine and equipment according to workplace procedures, and remove mechanical and safety components to provide access to saw blades, knives and guides without damaging components 2.2 Store removed components temporarily in a safe location 2.3 Remove and replace saw blades, knives and guides according to manufacturer recommendations 2.4 Re-attach and secure mechanical and safety components according to manufacturer recommendations 2.5 Check serviced machine and equipment for correct alignment, position and overall free operational performance 2.6 Dispose of used saw blades, knives and guides according to environmental protection practices, or transfer for reconditioning 2.7 Record and report processing problems and equipment faults to appropriate personnel

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

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Skill	Description
Numeracy	• Measures precise alignment of blades and guides to specification • Uses standard units of measurement to determine the precise location of components of saws and cutting equipment
Navigate the world of work	• Understands main tasks, responsibilities and boundaries of own role
Interact with others	• Uses modes of communication suitable to purpose to confirm and clarify understanding
Get the work done	• Recognises and responds to routine problems

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FWPCOT3280 Replace saw blades, knives and guides	FWPCOT3212 Replace saws, blades and guides	Reworded application statement for clarity; updated unit code and title for clarity and compliance	Equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPCOT3280 Replace saw blades, knives and guides

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 5.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that, on at least one occasion, the individual has:

- followed work order and relevant workplace health and safety and environmental protection procedures
- safely removed and replaced saw blades, knives and guides in one or more of the following types of saws and cutting machines:
  - circular saws
  - narrow or wide band saws
  - chippers
  - canters
- safely disposed of obsolete saw blades, knives and guides.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose, features and operation of tools and equipment used to remove and replace saw blades, knives and guides in saws, chippers and canters:
  - spanners
  - wrenches and sockets
- mechanical lifting aids, including:
  - block and chain
  - pedestrian operated crane
  - pulley system
- methods for:
  - isolation of machine and equipment

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    - removing mechanical and safety components without damaging these
    - removing saw blades, knives and guides from saws, chippers and canters
    - installing and checking replacement saw blades, knives and guides for correct alignment and free operation
    - re-inserting guides to carriers within allowable tolerances and adjusting clearances
- features and names of different parts of saw blades, knives and guides for:
    - circular saws
    - chippers
    - canters
    - narrow and wide band saws
- mechanical and safety equipment components and their positioning and tolerance specifications in relation to other components, including:
    - electrical motors
    - riving knives
    - access covers
    - saw guards
    - extraction equipment
- environmental protection practices in timber processing and manufacturing facilities
- types of risk and hazards and mitigation measures associated with replacing saw blades, knives and guides
- workplace procedures specific to replacing saw blades, knives and guides:
    - workplace health and safety, with particular emphasis on equipment lock-out, the use of personal protective equipment (PPE) and safe manual handling techniques
    - communication reporting lines
    - recording and reporting of processing problems and equipment faults.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
    - skills must be demonstrated in a timber processing or manufacturing facility or an environment that accurately represents workplace conditions
- resources, equipment and materials:
    - one or more of the following types of saws and cutting machines for which saw blades, knives and guides are to be replaced: circular saws, chippers, canters, narrow and wide band saws
    - new or reconditioned saw blades, knives and guides for those machines
    - mechanical lifting aids
    - spanners, wrenches and sockets
    - PPE suitable for replacing saw blades, knives and guides
- specifications:

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- template documents for recording processing problems and equipment faults
- manufacturer instructions for use, repair and maintenance of equipment
- work order with specific instructions for replacing saw blades, knives and guides in specified machine
- workplace procedures for replacing saw blades, knives and guides in saws, chippers and canters.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPCOT3281 Manufacture profile cutters

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 5.0.

Application

This unit of competency describes the skills and knowledge required to manufacture profile cutters by selecting appropriate material and machining blanks to specified profiles. Profile cutters are used in moulders and planers to produce profiled timber.

The unit applies to individuals who manufacture profile cutters in a saw technician workshop or sawmill facility.

All work must be carried out to comply with workplace procedures, according to state/territory health and safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Common Technical (COT)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare to manufacture profile cutter	1.1 Review work order to determine job requirements and, where required, seek clarification from appropriate personnel 1.2 Review workplace health and safety requirements, including the use of personal protective equipment, equipment lock-out and safe

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	manual handling techniques 1.3 Identify, assess and take actions to mitigate risks and hazards associated with manufacturing profile cutters 1.4 Identify environmental workplace procedures for minimising and disposing of waste material, cleaning tools and equipment, and maximising energy efficiency 1.5 Obtain information about timber and equipment, and review to determine the preferred material type and profile cutter dimensions 1.6 Select the required tools and equipment, and check for operational effectiveness 1.7 Select material and cut to suitable lengths for machining profile cutter blank
2. Machine blank	2.1 Use equipment according to workplace safety procedures, manufacturer instructions and environmental protection practices 2.2 Determine blank dimensions, industry standards and workplace tolerances according to work order 2.3 Set up machining equipment according to manufacturer instructions 2.4 Machine blank to the required dimensions and tolerances using selected processes 2.5 Check blank surface finish and dimensions against specifications
3. Machine required profiles	3.1 Position blank in suitable attachments to machine tooth profiles 3.2 Complete set-up and machine blanks to ensure each tooth profile and dimension meets required tolerances 3.3 Check profile surface finish and dimensions against specifications regarding material to be cut, speed, direction and cutting angle 3.4 Dispose of sub-standard profiled material according to workplace procedures and environmental protection practices 3.5 Record and report production output, processing problems and equipment faults to appropriate personnel

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Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Numeracy	• Completes precise calculations to machine and profile cutters to specified diameters, profiles, widths, lengths and angles within tolerances
Navigate the world of work	• Understands main tasks, responsibilities and boundaries of own role
Interact with others	• Uses modes of communication suitable to purpose to confirm and clarify understanding
Get the work done	• Recognises and responds to routine problems

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FWPCOT3281 Manufacture profile cutters	FWPCOT3213 Manufacture cutting tools	Updated application for clarity; reworded element 1; revised knowledge evidence; updated unit code and title for clarity and compliance	Equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPCOT3281 Manufacture profile cutters

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 5.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has manufactured at least three cutters with different profiles, and has:

- followed work order and relevant workplace health and safety and environmental protection procedures
- prepared to manufacture profile cutter
- machined blank to specification
- machined specified profiles
- checked profile surface finish and dimensions against specifications
- recorded and reported production output, processing problems and equipment faults.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- basic knowledge of physics of sawing, including:
  - saw blade material and properties
  - impact of timber properties on saw blades
  - direction of cut
  - forces on a blade
  - heat removal
  - sawtooth configuration
- features and operation of tools and equipment used to machine and profile blanks for profile cutters
- importance of manufacturing profile cutters to match requirements for:
  - characteristics of various materials sawn

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    - speed of the cutting process
    - direction of the cutting process
    - cutting angle
    - profile cutter specifications
- methods for:
    - calculating profile cutter dimensions
    - machining and profiling blanks to the required profile
    - assessing surface finish and measuring the dimensions of the finished profile cutter against specifications and tolerances
- industry standard and organisational tolerances
- types of risk and hazards and mitigation measures associated with manufacturing profile cutters
- workplace procedures specific to manufacturing profile cutters:
    - workplace health and safety, with particular emphasis on equipment lock-out, use of personal protective equipment (PPE) and safe manual handling techniques
    - communication reporting lines
    - recording and reporting of processing problems and equipment faults
- environmental protection practices for timber processing and manufacturing facilities:
    - reducing water and energy use
    - cleaning plant, tools and equipment
    - disposing of, recycling and reusing materials.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
    - skills must be demonstrated in a saw technician workshop, a sawmill or an environment that accurately represents workplace conditions
- resources, equipment and materials:
    - tools and equipment used to machine and profile blanks for profile cutters
    - measuring equipment including vernier callipers, micrometers and rules
    - blank stock for profile cutters
    - PPE suitable for manufacturing profile cutters
- specifications:
    - template documents for recording processing problems and equipment faults
    - manufacturer instructions for use, repair and maintenance of equipment
    - work order for machining activities with specific instructions for manufacturing profile cutters
    - workplace procedures for manufacturing profile cutters.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

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FWPCOT3282 Assess and maintain saw blade and sawing machine performance

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 5.0.

Application

This unit of competency describes the skills and knowledge required to assess and maintain the cutting performance of sawing blades or knives and sawing machines, including circular saws, band saws, chippers, canters and reducers.

The unit applies to individuals who assess and maintain the cutting performance of sawing machines and blades or knives in a timber sawmill environment.

All work must be carried out to comply with workplace procedures, according to state/territory health and safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Common Technical (COT)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for work	1.1 Review work order to determine job requirements and, where required, seek clarification from appropriate personnel

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.2 Review and implement workplace health and safety requirements, including the use of personal protective equipment, equipment lock-out and safe manual handling techniques 1.3 Identify, assess and take actions to mitigate risks and hazards associated with assessing and maintaining the cutting performance of sawing blades or knives 1.4 Identify and implement workplace procedures for minimising and disposing of material and maximising energy efficiency
2. Monitor and inspect sawing blades or knives and machine	2.1 Obtain information relating to current and past performance problems and review to assess process problems 2.2 Observe sawing machine and in-feed and out-feed equipment under operating conditions to determine the extent of problems 2.3 Monitor condition and performance of sawing blades or knives to identify cutting problems according to workplace procedures 2.4 Examine timber fed through sawing in-feed and out-feed equipment to determine potential causes of the cutting problem 2.5 Apply problem-solving techniques to identify the causes of cutting problems and poor saw performance 2.6 Lock out the machine and inspect parts to identify worn, broken and loose components
3. Assess technical performance of sawing operation	3.1 Compare technical performance of sawing operation against other comparable machine and blades 3.2 Assess technical performance of sawing operation to identify future improvements and feasibility of options for new components 3.3 Communicate the outcomes of technical assessment to appropriate personnel
4. Rectify cutting problems	4.1 Identify characteristics of cutting problems, and diagnose possible causes 4.2 Refer to other trades and operations personnel to validate assessed causes 4.3 Prepare solution responses, and discuss with relevant personnel to identify and agree on a preferred option 4.4 Implement selected course of action, review cutting results and communicate to appropriate personnel 4.5 Record and report causes of cutting problems and action taken

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	according to workplace procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	**Description**
Reading	• Sources and extracts information from machine records, service history and log books to determine potential causes of cutting problems
Numeracy	• Locates and interprets routine numerical data involving angles, dimensions and speeds from cutting performance records • Uses formulae to calculate sawing efficiency
Navigate the world of work	• Understands main tasks, responsibilities and boundaries of own role
Interact with others	• Uses modes of communication suitable to purpose to confirm and clarify understanding
Get the work done	• Recognises and responds to routine problems

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
FWPCOT3282 Assess and maintain saw blade and sawing machine performance	FWPCOT3216 Assess and maintain saw performance	Reworded application; revised performance criteria and evidence for mapping; renamed elements for clarity; updated unit code and title to reflect changes and for compliance	Equivalent unit

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Links

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Assessment Requirements for FWPCOT3282 Assess and maintain saw blade and sawing machine performance

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 5.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has, on least one occasion, assessed cutting performance of one or more of the following sawing machines and associated sawing blades or knives:

- band saw
- circular saw
- chipper
- canter
- reducer.

In doing the above, the individual has:

- followed work order and relevant workplace health and safety and environmental protection procedures
- monitored sawing operation and inspected sawing machine, in-feed and out-feed equipment and associated sawing blades or knives for identifying the types and the root cause of cutting problems
- assessed technical performance of sawing operation
- identified a safe course of action for rectifying the cutting problem
- reported on the cutting problem, fault diagnosis process and rectification outcomes.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose, features and operation of sawing machines and associated blades or knives, including one or more of the following:
  - band saws and band saw blades
  - circular saws and circular saw blades

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    - chippers, canters, reducers and associated blades or knives
- typical sawing problems, causes and solutions:
    - cuts not straight or clean
    - excess heat
    - pitch marks in the job
    - diamond shapes and roughness in the cut
    - saw blades changed too regularly
- typical causes of damage and poor saw performance:
    - forcing timber through the in-feed equipment
    - hydraulic and electrical system not performing well
    - damage from foreign matter
    - incorrect operating speeds
    - oversized material removal
    - incorrect setting of in-feed and out-feed equipment
    - poor sharpening or setting of sawing blades or knives
- methods for:
    - assessing condition and performance of sawing blades or knives and machine
    - diagnosing causes of damage and poor performance
    - rectifying problems and improving cutting performance
- types of risk and hazards and mitigation measures associated with assessing and maintaining cutting performance
- workplace procedures specific to assessing and maintaining cutting performance:
    - workplace health and safety, with particular emphasis on machine lock-out, use of personal protective equipment (PPE) and safe manual handling techniques
    - communication reporting lines
    - recording and reporting cutting problems, the fault diagnosis process and rectification outcomes
    - disposal of material and other waste.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
    - skills must be demonstrated in a timber processing or manufacturing facility or an environment that accurately represents workplace conditions
- resources, equipment and materials:
    - one or more of the following sawing machines and associated blades and knives: band saws, circular saws, chippers, canters, reducers
    - PPE suitable for assessing and maintaining saw performance
- specifications:
    - records of equipment fault and cutting performance

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- template documents for recording and reporting cutting problems, the fault diagnosis process and rectification outcomes
- workplace procedures for assessing and maintaining sawing machine performance
- manufacturer instructions for use, repair and maintenance of sawing machine, including in-feed and out-feed equipment
- work order with specific instructions for assessing cutting performance of sawing machine and blades or knives.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPCOT3283 Sharpen and position blades or knives in chipper, canter and reducer

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 5.0.

Application

This unit of competency describes the skills and knowledge required to set up, sharpen and use either Babbitt or set screw processes for positioning straight and angled blades or knives in disc chippers, chipping heads, canters and reducers to process logs.

The unit applies to individuals who work as saw technicians to sharpen and position blades and knives in a timber processing facility.

All work must be carried out to comply with workplace procedures, according to state/territory health and safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Common Technical (COT

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for work	1.1 Review work order to determine job requirements and, where required, seek clarification from appropriate personnel

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.2 Review workplace health and safety procedures, including the use of personal protective equipment, equipment lock-out and safe manual handling techniques 1.3 Identify, assess and take actions to mitigate risks and hazards associated with sharpening and setting up blades and knives for chipper, canter or reducer 1.4 Identify workplace environmental protection procedures for minimising and disposing of waste material, cleaning tools and equipment, and maximising energy efficiency 1.5 Select appropriate grinding and Babbitt or set screw equipment and check for operational effectiveness
2. Assess condition and set up the blade or knife assembly	2.1 Set up chipper, canter or reducer blade or knife assembly according to workplace safety procedures and manufacturer recommendations 2.2 Remove and replace blade or knife for sharpening from chipper, canter or reducer 2.3 Assess cutting performance of blade or knife to determine sharpening requirements 2.4 Assess condition of knife holder, jig and chuck, and correct defects 2.5 Clean and secure knife holder to chuck according to workplace procedures 2.6 Select jig type and setting for the required blade or knife set-up
3. Set up grinding equipment	3.1 Clean blades or knives of excess build-up, inspect Babbitts for defects and replace where unserviceable 3.2 Set up grinding equipment for sharpening blades or knives according to workplace safety procedures and manufacturer recommendations 3.3 Select angle for sharpening blade or knife to suit its use in the machine 3.4 Set up the grinder with suitable ancillary equipment for holding knife or blade, and examine and dress grinding wheel 3.5 Select grinding wheel speed and feeds to suit blade or knife, grinding wheel material and configuration
4. Operate grinder to sharpen blades or knives	4.1 Operate grinder according to workplace safety procedures and manufacturer recommendations

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	4.2 Feed grinding wheel across and into cutting edge to sharpen blade or knife to geometric requirements without defects or burns 4.3 Monitor grinder for operational effectiveness and apply coolant as required 4.4 Inspect blade or knife after sharpening for accuracy, and hone remaining burrs to obtain sharp cutting edge 4.5 Dispose of unserviceable and damaged blades or knives according to workplace procedures and environmental protection practices
5. Apply Babbitt to blades or knives	5.1 Apply Babbitt to blades or knives for chipper, canter or reducer according to workplace safety procedures 5.2 Inspect Babbitt to assess reconditioning requirements 5.3 Heat Babbitt material to required pouring temperature 5.4 Set up blade or knife in pouring jig to required dimensions 5.5 Pour Babbitt to minimise material waste and avoid cavities and shrinkage 5.6 Cool assembly and remove excess material to allow correct positioning in the machine
6. Adjust set screws on blades or knives	6.1 Inspect set screws and replace bent or broken screws 6.2 Adjust set screws to position knife or blade at the correct depth, and lock into position to avoid knife or blade movement 6.3 Record and report processing problems and equipment faults to appropriate personnel

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Reads basic grinding wheel settings
Numeracy	• Completes precise calculations involving measurement of angles • Interprets machine scale to set grinding wheel down-feed for

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Skill	Description
	appropriate stock removal rate
Navigate the world of work	• Understands main tasks, responsibilities and boundaries of own role
Interact with others	• Uses modes of communication suitable to purpose to confirm and clarify understanding
Get the work done	• Recognises and responds to routine problems

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FWPCOT3283 Sharpen and position blades or knives in chipper, canter and reducer	FWPCOT3233 Sharpen and align blades and knives	Split element 5; reworded elements; revised performance criteria, performance evidence, knowledge evidence and assessment conditions; updated unit code and title to reflect changes and for compliance	Equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPCOT3283 Sharpen and position blades or knives in chipper, canter and reducer

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 5.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that, on at least one occasion, the individual has sharpened and set up blades or knives for one or more of the following timber sawing machines:

- chipper
- canter
- reducer.

In doing the above, the individual has:

- read and clarified work order to determine job requirements
- applied workplace health and safety requirements, including the use of personal protective equipment (PPE), equipment lock-out and safe manual handling techniques
- removed and replaced blade or knife for sharpening from the designated machine
- assessed blade or knife condition
- set up and operated grinder to sharpen blades or knives
- applied Babbitt process and set screw process for positioning blades or knives in the designated machine
- recorded and reported processing problems and equipment faults to appropriate personnel.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose, features and operation of one of the following sawing machines for which blades and knives are sharpened:
  - chipper
  - canter
  - reducer

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- fundamental blade or knife properties:
  - metal from which blades and knives are made
  - geometry
- features of a typical blade or knife defect:
  - burrs
  - burns
  - chips
  - splits
  - dents
- basic knowledge of physics of timber sawing:
  - blade or knife material and properties
  - impact of timber properties on blades or knives
  - direction of cut
  - forces on a blade or knife
  - heat removal
- purpose, features and operation of equipment used to sharpen and set up blades or knives:
  - grinding machines
  - grinding machine attachments
  - abrasive grinding wheels
  - Babbitt making equipment
  - set-screw equipment
- methods for:
  - removing blades or knives from machine
  - assessing blade or knife condition
  - selecting appropriate grinding wheels, diameter and material
  - cleaning blades or knives
  - sharpening blades or knives to specified requirements
  - reconditioning Babbitts and set screws
  - setting up blades or knives to specified requirements
- angles at which blades or knives are sharpened
- range of speeds at which abrasive wheels can be operated without damaging blades or knives
- coolants used in sharpening process, and impact on efficient sharpening
- types of risk and hazards and mitigation measures associated with sharpening and setting up blades and knives
- workplace procedures specific to sharpening and setting up blades and knives:
  - workplace health and safety, with particular emphasis on machine lock-out, the use of PPE and safe manual handling techniques
  - communication reporting lines
  - recording and reporting of processing problems and equipment faults

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- environmental protection practices applicable to timber processing or manufacturing facilities.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a timber processing or manufacturing facility or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - grinding machines and ancillary equipment
  - abrasive grinding wheels in a variety of diameters and types
  - Babbitt making equipment
  - one or more of the following machines for which blades and knives are to be sharpened: chipper, canter, reducer
  - suitable blades or knives for sharpening
  - consumable coolant and set screws
  - PPE suitable for sharpening and aligning blades and knives
- specifications:
  - template documents for recording production output, processing problems and equipment faults
  - manufacturer instructions for use, repair and maintenance of equipment
  - work order with specific instructions for sharpening and aligning blades and knives in specified machines
  - workplace procedures for sharpening and aligning blades and knives.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPCOT3284 Grade, sort and mark timber materials

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 5.0.

Application

This unit of competency describes the skills and knowledge required to visually evaluate timber product for classification into various strength or appearance grades, including sorting and marking product into grade classes and distributing product to storage or processing locations.

The unit applies to individuals who grade and sort materials in the forest and forest products industry.

All work must be carried out to comply with workplace procedures, according to state/territory health and safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Common Technical (COT)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for work	1.1 Review work order to determine job requirements and, where required, seek clarification from appropriate personnel 1.2 Review workplace health and safety procedures, including the use

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	of personal protective equipment, equipment lock-out and safe manual handling techniques 1.3 Identify, assess and take actions to mitigate risks and hazards associated with timber grading and sorting operations 1.4 Identify workplace environmental protection procedures for minimising and disposing of waste material, cleaning tools and equipment, and maximising energy efficiency 1.5 Obtain type and quantity of timber material to be graded, sorted and marked from the storage location 1.6 Select equipment to assist with moving timber material, and check for operational effectiveness 1.7 Review workplace procedures for grading, sorting and marking
2. Implement procedures for grading, sorting and marking timber material	2.1 Identify procedures for timber product storage and subsequent processing operations 2.2 Visually assess and evaluate timber product characteristics and features, including defects, against industry standards for grade type 2.3 Measure, record and report moisture content 2.4 Mark features for docking 2.5 Grade, mark and sort timber product according to grade classification, and label the product using markers or stickers 2.6 Record and report grading outcomes
3. Distribute timber material	3.1 Coordinate movement of graded timber product to storage or processing operations according to workplace requirements 3.2 Reject and arrange for reuse, recycling or disposal of sub-standard product according to workplace and environment protection procedures 3.3 Monitor on-site movement of timber product to ensure intended workflow 3.4 Label storage locations according to workplace procedures

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Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Extracts essential information from operational manuals to determine safe operating procedures for equipment
Writing	• Prepares routine written reports using the required format, language and structure
Oral communication	• Employs active listening and questioning to clarify the content of work orders
Numeracy	• Uses standard measures to describe moisture content of timber • Performs basic arithmetic calculations to count and determine timber product quantities
Navigate the world of work	• Understands main tasks, responsibilities and boundaries of own role
Interact with others	• Uses modes of communication suitable to purpose to confirm and clarify understanding
Get the work done	• Recognises and responds to routine problems

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FWPCOT3284 Grade, sort and mark timber materials	FWPCOT3245 Grade, sort and mark materials	Updated application statement; updated performance criteria to reflect environmental and workplace health and safety requirements; updated foundation skills; added performance evidence to map to performance criteria; updated unit title and code to reflect changes	Equivalent unit

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Links

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Assessment Requirements for FWPCOT3284 Grade, sort and mark timber materials

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 5.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that, on at least one occasion, the individual has:

- graded, sorted and marked three or more of the following timber products:
  - timber from native species
  - timber from imported species
  - dressed timber
  - in-the-rough timber
  - stress and non-stress graded timber
  - preservative treated timber
  - medium density fibreboard
  - laminated veneer
  - chipboard
  - plywood
  - fibreboard
  - other engineered wood products
  - coated and/or treated timber products
  - debarked logs
- during the grading, sorting and marking operation:
  - followed work order and relevant workplace health and safety and environmental protection procedures
  - safely and efficiently graded, sorted and marked materials according to workplace procedures
  - identified materials defects
  - safely used workplace equipment for lifting and moving materials
  - coordinated movement of graded material to storage or processing operations

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- recorded and reported grading outcomes to appropriate personnel.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- workplace health and safety procedures, with particular emphasis on the use of personal protective equipment (PPE) and safe manual handling techniques
- types of risk and hazards and mitigation measures associated with grading and sorting activities
- equipment used for lifting and moving timber products
- types of timber products for grading and sorting
- industry standards for cross-sections and lengths for different types of timber products
- methods of visual estimation, grading, colour identification and tagging of different types of timber products
- grade classifications for different types of timber products
- procedures for sorting, marking, distribution and storage of different types of timber products
- methods of assessing timber products for number and frequency of defects
- methods for determining and recording moisture content of timber products
- timber defects, including:
  - warp
  - wane
  - cupping
  - shakes
  - insect defects
  - loose or missing knots
  - resin pockets
  - dents
  - loose surface
  - lifting coatings
  - thin or missing coatings
  - chipped edges
  - splits
  - voids
  - splintered or missing edges
  - pin holes
- criteria for disposal, recycling and reuse of sub-standard timber product
- methods for safe disposal of waste preservative treated timber.

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Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a timber processing plant, a timber product manufacturing plant or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - moving equipment
  - PPE suitable for grading, sorting and marking timber products
  - labelling materials
  - three or more of the following timber products for grading and sorting: timber from native species, timber from imported species, dressed timber, in-the-rough timber, stress and non-stress graded timber, preservative treated timber, medium density fibreboard, laminated veneer, chipboard, plywood, fibreboard and other manufactured board products, coated and/or treated timber products, and debarked logs
  - storage locations for graded and sorted timber products
- specifications:
  - template documents for recording outcomes of grading activities
  - work order with specific instructions for grading and sorting timber products
  - workplace procedures for grading and sorting activities.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPCOT3285 Apply knowledge of wood technology principles to end use applications

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 5.0.

Application

This unit of competency describes the skills and knowledge required to evaluate timber against quality requirements and specifications for use in timber processing and manufacturing operations.

The unit applies to individuals who evaluate and select timber in a timber processing or manufacturing facility.

All work must be carried out to comply with workplace procedures, according to state/territory health and safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Common Technical (COT)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for timber selection	1.1 Review work order to determine job requirements and, where required, seek clarification from appropriate personnel

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.2 Review workplace health and safety procedures, including the use of personal protective equipment, equipment lock-out and safe manual handling techniques 1.3 Identify, assess and take actions to mitigate risks and hazards associated with assessing and selecting timber 1.4 Identify workplace environmental protection procedures for minimising and disposing of waste material, cleaning tools and equipment, and maximising energy efficiency 1.5 Review workplace and quality procedures on timber selection 1.6 Conduct visual inspection of timber for suitability 1.7 Review and check timber against product specifications
2. Evaluate timber for selection	2.1 Assess growth and durability of the timber and assess suitability for production requirements 2.2 Assess species, timber structure, features and characteristics of timber and assess suitability for production requirements 2.3 Measure moisture content of selected timber and assess suitability for production requirements 2.4 Identify density and working properties of timber and assess suitability for production requirements 2.5 Identify faults and features in timber and assess suitability for production requirements 2.6 Select sawing patterns that best suit selected timber
3. Finalise timber selection	3.1 Assess timber against quality and specification requirements 3.2 Prepare timber for despatch, ensuring that damage is prevented or minimised 3.3 Record and report on timber selection outcomes and procedures, and identify any problems with the process and report to appropriate personnel

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

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Skill	Description
Reading	• Extracts key information from industry standards, workplace procedures and quality procedures on criteria for timber selection
Numeracy	• Extracts numerical information from graphical and statistical information on timber properties
Navigate the world of work	• Understands main tasks, responsibilities and boundaries of own role
Interact with others	• Uses modes of communication suitable to purpose to confirm and clarify understanding
Get the work done	• Recognises and responds to routine problems

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FWPCOT3285 Apply knowledge of wood technology principles to end use applications	FWPCOT3247 Select timber for forestry operations	Updated unit code and title to clarify task and for compliance	Equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPCOT3285 Apply knowledge of wood technology principles to end use applications

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 5.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that, on at least one occasion, the individual has:

- read and clarified work order to determine job requirements
- applied workplace health and safety requirements for assessing and selecting timber
- undertaken visual inspection of timber and identified defects
- evaluated timber characteristics, growth patterns, structure, durability and faults for suitability for end use applications and production purposes
- prepared timber for despatch
- recorded and reported on outcomes of timber selection.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- risks and hazards and mitigation measures associated with timber assessment and selection processes
- workplace procedures for assessing and selecting timber:
  - workplace health and safety, with particular emphasis on the use of personal protection equipment (PPE) and safe manual handling techniques
  - communication reporting lines
  - recording and reporting on outcomes of timber selection
- defects in timber and process for visually inspecting timber for defects:
  - contamination
  - timber colours
  - insect attack
  - surface finishes

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    - loose surfaces
    - bubbles
    - holes
    - breakages
    - machine-caused defects
- methods for assessing timber growth patterns, including make-up of a tree:
    - bark (cortex)
    - phloem
    - cambium layer
    - sapwood (xylem)
    - heartwood (truewood)
    - pith (medulla)
    - medullary rays
    - earlywood
    - latewood
    - growth rings
    - cellulose
    - hemicelluloses
    - lignin extractives
- methods of assessing timber for:
    - durability
    - strength
    - hardness
- rating for end use of timber, classification and measurement
- methods of assessing timber structures:
    - hardwood (pored wood) or softwood (non-pored wood)
    - vessels, fibres, ray cells, pits, tracheids
    - texture
- methods for seasoning timber
- timber characteristics:
    - colour
    - density
    - texture
    - grain
    - figure
    - qualities
    - end uses
- faults and features of timber:
    - bow
    - spring

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    - twist
    - warp
    - wane
    - cupping
    - shakes
    - insect defects
    - fungi
    - knots
    - resin pockets
    - wild grain
    - sloping grain
- working properties of timber and methods to measure properties:
    - timber shrinkage
    - effects of light
    - density and deterioration of the timber
    - compressive and tensile stresses
    - modulus of elasticity
    - modulus of rupture
    - deformation
    - creep
    - surface hardness
    - moisture content of timber
- sawing patterns and suitability for different timber:
    - live-sawn
    - back sawn
    - quarter sawn.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
    - skills must be demonstrated in a timber processing or manufacturing facility or an environment that accurately represents workplace conditions
- resources, equipment and materials:
    - tools and equipment used to make timber selection
    - timber for selection and classification
    - PPE for assessing and selecting timber
- specifications:
    - documents, spreadsheets and commonly used template documents
    - manufacturer instructions for use, repair and maintenance of equipment

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- work order with specific instructions for timber assessment and selection
- workplace procedures for timber selection.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPCOT3286 Identify levelling and tensioning requirements for saw blades

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 5.0.

Application

This unit of competency describes the skills and knowledge required to identify the levelling and tensioning requirements for circular, narrow and wide band saw blades that have been removed from the sawing machine.

The unit applies to individuals who identify levelling and tensioning requirements for saw blades used in sawmilling operations.

All work must be carried out to comply with workplace procedures, according to state/territory health and safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Common Technical (COT)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare to identify levelling and tensioning	1.1 Review work order to determine job requirements and, where required, seek clarification from appropriate personnel

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
requirements	1.2 Review workplace health and safety procedures, including the use of personal protective equipment, equipment lock-out and safe manual handling techniques 1.3 Identify, assess and take actions to mitigate risks and hazards associated with handling and inspecting saw blades 1.4 Identify and implement workplace procedures for minimising waste material and maximising energy efficiency
2. Inspect blade	2.1 Handle saw blade to avoid damaging teeth 2.2 Clear foreign material from saw blade surfaces for inspection 2.3 Inspect saw blade and use correct terminology to identify defects 2.4 Declare saw unserviceable where hazardous defects are found 2.5 Segregate and dispose of unserviceable saws according to workplace procedures and environmental protection practices
3. Determine levelling and tensioning requirements	3.1 Identify levelling and tensioning requirements for the saw blade 3.2 Identify method and tools and equipment required for levelling and tensioning saw blade 3.3 Verify requirements and appropriate methods for levelling and tensioning with supervisor as required 3.4 Record inspection results according to workplace requirements

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Extracts essential information from standard reference manuals on levelling and tensioning saw blades
Writing	• Prepares routine written reports using the required format, language and structure
Oral communication	• Employs speaking, active listening and questioning skills to verify own recommendations related to levelling and tensioning requirements with supervisor

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Skill	Description
Numeracy	• Uses numerical values to describe saw blade dimensions
Navigate the world of work	• Understands main tasks, responsibilities and boundaries of own role
Interact with others	• Uses modes of communication suitable to purpose to confirm and clarify understanding
Get the work done	• Recognises and responds to routine problems

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FWPCOT3286 Identify levelling and tensioning requirements for saw blades	Not applicable	New unit	No equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPCOT3286 Identify levelling and tensioning requirements for saw blades

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 5.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that, on at least one occasion, the individual has:

- inspected and determined the levelling and tensioning requirements for one or more of the following types of saw blades according to the work order:
  - circular
  - narrow band
  - wide band.
- In doing the above job, the individual has:
  - followed work order and relevant workplace health and safety and environmental protection procedures
  - identified, assessed and taken actions to mitigate risks and hazards associated with inspecting saw blades
  - used personal protective equipment (PPE) throughout the work
  - recorded inspection outcomes according to workplace requirements.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- characteristics of circular, narrow and wide band saw blades
- purpose of levelling and tensioning saw blades
- consequences of incorrect levelling and tensioning of saw blades
- frequency and timing of levelling and tensioning saw blades
- terminology related to levelling and tensioning saw blades:
  - lump
  - ridge

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    - twist
    - dished
    - loose
    - fast
    - tight/stiff
    - tension
- saw blade tools and equipment used in levelling and tensioning saw blades
- importance of levelling blades, setting tension and applying curvature to match requirements for:
    - characteristics of various materials sawn
    - speed of the sawing process
    - direction of the sawing process
    - cutting angle for sawing
    - saw blade specifications
- methods for:
    - removing saw blades from circular saws
    - assessing saw blade condition
    - levelling and tensioning blades to specified requirements
    - applying curvature
    - checking saw blades after levelling and tensioning
- characteristics of metal used in circular saw blades, and range of force that can be applied without damaging blades
- saw blade defects:
    - lumps, ridges, and twists
    - areas of excessive tension
    - areas of insufficient tension
    - compressive and tensile stresses
- types of risk and hazards and mitigation measures associated with inspecting, levelling and tensioning saw blades
- workplace policies and procedures specific to levelling and tensioning circular saw blades:
    - workplace health and safety, with particular emphasis on equipment lock-out and use of PPE
    - communication reporting lines
    - recording and reporting of processing and equipment faults
- environmental protection practices for repairing and maintaining tools and equipment in forest products factory settings:
    - reducing water and energy use
    - cleaning plant, tools and equipment
    - disposing of, recycling and reusing materials.

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Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a forest product factory setting or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - circular and band saw blades for inspection to determine levelling and tensioning requirements
  - PPE for inspecting, levelling and tensioning saw blades
- specifications:
  - template documents for recording levelling and tensioning requirements for saw blades
  - manufacturer instructions for levelling and tensioning saw blades
  - work order with specific instructions for inspecting and identifying the levelling and tensioning requirements of saw blades
  - workplace procedures for assessing the dimensional accuracy and surface quality of sawn timber products and determining the levelling and tensioning requirements of saw blades.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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FWPCOT3287 Operate CNC equipment for grinding, tensioning and levelling saw blades

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 5.0.

Application

This unit of competency describes the skills and knowledge required to set up and operate computer numerical control (CNC) equipment for grinding, tensioning and levelling saw blades.

The unit applies to individuals who operate CNC equipment for grinding, levelling and tensioning saw blades in a saw technician workshop or sawmill for sawmilling operations.

All work must be carried out to comply with workplace procedures, according to state/territory health and safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Common Technical (COT)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for work	1.1 Review work order to determine job requirements and, where required, seek clarification from appropriate personnel

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.2 Review workplace health and safety requirements, including the use of personal protective equipment, equipment lock-out and safe manual handling techniques 1.3 Identify, assess and take actions to mitigate risks and hazards associated with operating CNC equipment 1.4 Identify and implement workplace procedures for minimising waste material and maximising energy efficiency 1.5 Obtain tools, equipment and measuring devices needed for the work according to established procedures, and check for correct operation and safety 1.6 Select and inspect saw blades and determine suitability for machining
2. Set up CNC equipment	2.1 Set CNC program to job requirements 2.2 Check safety equipment, including emergency stops, gauges, guards and controls 2.3 Set and adjust equipment according to job requirements and manufacturer instructions 2.4 Check CNC equipment, cutting tools and jigs for safe and effective operation 2.5 Conduct trial runs to check equipment operation, test and prove CNC program and assess quality of finished work 2.6 Make final adjustments to CNC programs and equipment according to workplace procedures
3. Operate CNC equipment	3.1 Operate and monitor equipment to ensure product quality and output 3.2 Identify and report problems with the required work to appropriate personnel 3.3 Reuse, recycle or dispose of items that do not meet quality requirements 3.4 Comply with any authorised changes in working procedures
4. Finalise operation and maintain equipment	4.1 Clean work area and leave in a safe condition according to workplace procedures 4.2 Perform routine maintenance according to workplace and manufacturer instructions

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	4.3 Tag and report faulty and/or defective equipment 4.4 Collect and store unused hardware according to workplace procedures 4.5 Dispose of waste and scrap materials according to workplace procedures 4.6 Check and replenish consumables 4.7 Record and report production outcomes, equipment faults and maintenance requirements to appropriate personnel

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Extracts essential information from operational manuals to determine software parameters of CNC equipment
Writing	• Prepares routine written reports using the required format, language and structure
Oral communication	• Employs active listening and questioning to clarify content of work orders
Numeracy	• Uses standard measures to record calibration outcomes • Interprets graphical and statistical data used in calibration process
Navigate the world of work	• Understands main tasks, responsibilities and boundaries of own role
Interact with others	• Uses modes of communication suitable to purpose to confirm and clarify understanding
Get the work done	• Recognises and responds to routine problems

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FWPCOT3287 Operate CNC equipment for grinding, tensioning and levelling saw blades	Not applicable	New unit	No equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPCOT3287 Operate CNC equipment for grinding, tensioning and levelling saw blades

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 5.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that, on at least one occasion, the individual has:

- operated computer numerical control (CNC) equipment to grind, tension and level saw blades.

In doing the above job, the individual has:

- followed work order and relevant workplace health and safety and environmental protection procedures
- identified, assessed and taken actions to mitigate risks and hazards associated with operating CNC equipment
- set, adjusted and tested CNC equipment
- performed routine maintenance of CNC equipment
- recorded and reported production outcomes, equipment faults and maintenance requirements.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- types, components, uses and limitations of CNC equipment used for grinding, tensioning and levelling saw blades
- reasons for using CNC equipment
- elements of a basic CNC program
- function of elements in controlling the operation of a CNC machine
- machining operations
- methods for setting CNC program
- workflow processes

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- reasons for testing and proving the CNC program
- procedures for editing the CNC program via the machine controller
- effects of editing on the operation of the CNC equipment and the part or product to be produced
- measuring equipment/techniques used to check for conformance to specification
- types of risk and hazards and mitigation measures associated with CNC machines
- maintenance and housekeeping requirements of CNC machines
- safe work practices and procedures.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a saw technician workshop or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - CNC equipment for grinding, tensioning and levelling saw blades
  - hand tools, equipment and measuring devices required for use when using CNC equipment for grinding, tensioning and levelling saw blades
  - saw blades
  - personal protective equipment (PPE) for operating CNC equipment
- specifications:
  - template documents for recording production outcomes
  - manufacturer instructions for CNC equipment
  - work order with specific instructions for grinding, tensioning and levelling saw blades
  - workplace procedures for using CNC equipment to grind, tension and level saw blades.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPCOT3288 Set up, operate and maintain finger jointing machines

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 5.0.

Application

This unit of competency describes the skills and knowledge required to coordinate finger jointing operations, including planning schedules for operators, setting up equipment for production runs, resolving processing problems and coordinating equipment shut-down and maintenance.

The unit applies to individuals who coordinate the production of finger jointed timber in a timber processing or manufacturing facility.

All work must be carried out to comply with workplace procedures, according to state/territory health and safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Common Technical (COT)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Establish finger	1.1 Access data in production orders on grades, quantities,

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
jointing schedule	cross-sections and end use to plan finger jointing schedule 1.2 Develop and document finger jointing schedule to ensure optimum production outcomes 1.3 Communicate finger jointing schedule to operators according to workplace procedures
2. Prepare for finger jointing operations	2.1 Review work order and specifications, and check with appropriate personnel as required 2.2 Review workplace health and safety procedures, including the use of personal protective equipment, equipment lock-out and safe manual handling techniques 2.3 Identify, assess and take actions to mitigate risks and hazards associated with operating finger jointing machines 2.4 Identify workplace environmental protection procedures for minimising and disposing of waste material, cleaning tools and equipment, and maximising energy efficiency
3. Set up finger jointing machine and operations	3.1 Check finger jointing machine and equipment for safety and operational effectiveness, and adjust set-up to meet production requirements 3.2 Select, check and prepare cutters to suit finger profile and timber cross-sections 3.3 Set feed rates, guides, conveyors, glue spreader and curing controls to satisfy finger profile, timber cross-section characteristics and glue requirements 3.4 Cut trial timber joints and check finger profiles against specifications 3.5 Machine trial cleat and join and test for strength and appearance 3.6 Accept or reject trialled timber and dispose of waste according to environmental protection practices 3.7 Resolve any machining problems and make final adjustments to equipment set-up according to workplace procedures and production requirements
4. Start up and monitor finger jointing operations	4.1 Start up finger jointing machine and process in conjunction with operators according to workplace procedures and manufacturer specifications 4.2 Monitor finger jointing operation to ensure safety, product quality

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	and output 4.3 Identify routine processing and equipment faults, and resolve or report to appropriate personnel according to workplace procedures 4.4 Record and report production outcomes according to workplace procedures
5. Coordinate shut-down and maintenance	5.1 Coordinate finger jointing machine and equipment shut-down with operators according to workplace safety procedures 5.2 Assist maintenance personnel to identify and resolve equipment faults 5.3 Plan and coordinate routine maintenance of finger jointing machine and equipment according to workplace procedures and maintenance schedules

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	**Description**
Numeracy	• Performs routine arithmetic calculations to establish timber quantities required for production orders • Uses standard units of measurement to determine the dimension and profiles of trialled timber and comparison with specifications and allowable tolerances
Navigate the world of work	• Understands main tasks, responsibilities and boundaries of own role
Interact with others	• Uses modes of communication suitable to purpose to confirm and clarify understanding
Get the work done	• Recognises and responds to routine problems

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FWPCOT3288 Set up, operate and maintain finger jointing machines	FWPCOT3207 Set up, operate and maintain finger jointing operations	Minor edits; updated unit code and title for clarity and compliance	Equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPCOT3288 Set up, operate and maintain finger jointing machines

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 5.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that, on at least one occasion, the individual has:

- set up finger jointing machine and equipment, trialled equipment settings and tested trialled material for strength and appearance
- coordinated the start-up of finger jointing machine and equipment
- monitored finger jointing operation during a production run
- coordinated the shut-down of finger jointing equipment
- in doing the above job, the individual has:
  - followed workplace health and safety requirements during the finger jointing operation
  - developed and documented a finger jointing schedule
  - communicated the finger jointing schedule to operators
  - identified and responded to processing and equipment faults
  - completed production reports
  - carried out routine maintenance of finger jointing equipment.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- operational capacity of finger jointing machine and equipment
- workflow processes for finger jointing operations
- methods of determining finger jointing schedules to maximise equipment, labour and material use
- format, content and use of finger jointing schedules
- monitoring processes for jointing machines and overall production process
- typical processing and equipment faults and solutions for minimal production disruption

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- industry standard cross-sections, their strength, tolerances and applicable terminology
- purpose, features, operation and maintenance requirements of automated finger jointing equipment:
  - finger jointing machine stations and equipment
  - safety features
  - glue spreader
  - conveyors
- types of risk and hazards and mitigation measures associated with finger jointing operations
- workplace policies and procedures specific to finger jointing operations:
  - health and safety, with particular emphasis on equipment lock-out, use of personal protective equipment (PPE) and safe manual handling techniques
  - use of finger jointing machine and equipment
  - communication reporting lines
  - recording and reporting finger jointing schedules, production outcomes and maintenance schedules, equipment faults and maintenance requirements
- environmental protection practices for timber processing and manufacturing facilities:
  - reducing water and energy use
  - cleaning plant, tools and equipment
  - disposing of, recycling and reusing timber and other waste.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a timber processing or manufacturing facility or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - computers, keyboards, printers and software used to prepare finger jointing schedules and maintenance documents
  - automated finger jointing machine and equipment
  - consumable glue and cutters
  - PPE suitable for finger jointing operations
  - timber for finger jointing operations
- specifications:
  - production orders with workplace information about grades, quantities and cross-sections for specified finger jointed timber products
  - template documents for recording finger jointing schedules, production outcomes, and maintenance schedules for finger jointing equipment
  - workplace procedures for finger jointing operations.

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Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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FWPCOT3289 Load and prove operating program for CNC machine

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 5.0.

Application

This unit of competency describes the skills and knowledge required to load and prove a program for a computer numerical control (CNC) machine. This includes preparing for work, locating the CNC program file, checking the program for currency, loading the program correctly into the machine controller, checking for and dealing with fault/error messages, following proving/editing procedures and saving edited programs.

The unit applies to individuals who load and prove programs for CNC machines in a timber processing and manufacturing facility.

All work must be carried out to comply with workplace procedures, according to state/territory health and safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Common Technical (COT)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare to load and	1.1 Review work order and, where required, seek clarification from

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
verify program for CNC machinery	appropriate personnel 1.2 Review workplace health and safety procedures, including the use of personal protective equipment, equipment lock-out and safe manual handling techniques 1.3 Identify, assess and take actions to mitigate risks and hazards associated with loading and proving CNC programs 1.4 Identify workplace environmental protection procedures for minimising and disposing of waste material, cleaning tools and equipment, and maximising energy efficiency 1.5 Use the correct control program and ensure it is correctly loaded into machine controller 1.6 Call up the program and deal with any error messages or faults according to workplace procedures and manufacturer instructions 1.7 Confirm program integrity according to workplace procedures
2. Load program	2.1 Carry out program loading and checking activities according to workplace procedures and manufacturer instructions 2.2 Store program media away from contaminants or electromagnetic sources according to workplace procedures 2.3 Return operating programs to correct location on completion of machining activities
3. Prove program for CNC machinery	3.1 Confirm that machine and program operate safely and correctly by applying appropriate checks and procedures according to machine type and manufacturer instructions 3.2 Adjust machine and program operating parameters to optimise outcomes to be achieved 3.3 Load and correctly set up all associated equipment 3.4 Check that all safety mechanisms are in place and that the machine is set correctly for the required operations 3.5 Respond to problems within scope of responsibility, or report problem to appropriate personnel 3.6 Save and store edited programs according to workplace procedures

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Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Extracts key information from workplace and reference documents on loading and proving programs for CNC machines
Writing	• Prepares routine written reports that inform others on the outcomes of work activities
Oral communication	• Uses speaking and listening skills to share information with other CNC machine operators about loading and proving programs for CNC machines
Numeracy	• Takes machine readings to verify machines are operating correctly • Applies numerical skills to describe tool datums, positions, lengths, offsets and radius compensation
Navigate the world of work	• Understands main tasks, responsibilities and boundaries of own role
Interact with others	• Uses modes of communication suitable to purpose to confirm and clarify understanding
Get the work done	• Recognises and responds to routine problems

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FWPCOT3289 Load and prove operating program for CNC machine	Not applicable	New unit	No equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPCOT3289 Load and prove operating program for CNC machine

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 5.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that, on at least one occasion, the individual has loaded and proved the operating program for a computer numerical control (CNC) machine and has:

- followed work order and relevant workplace health and safety and environmental protection procedures
- selected the correct CNC program file for the job
- loaded the operating program
- proved the operating program
- checked that all safety mechanisms are in place and that the machine is set correctly for the required operations.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose, features, operating parameters, components and operation CNC machines
- benefits of CNC machines
- type of products produced using CNC machines
- operational program software
- computing coding language used in the CNC programs being used
- function keys and operating system of the machine computer control system being operated
- procedures for accessing computer-controlled programs installed in the machine controller, including:
  - posting appropriate program to the machine
  - selecting tool specified by the program and for the material to be machined
  - selecting appropriate speeds and feeds

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- hazards associated with loading and proving programs for CNC machines
- safety precautions to be taken when loading and proving operating programs for CNC machines
- methods for:
  - starting and stopping the machine in normal and emergency situations
  - handling and storing program files
  - loading, executing, editing and exiting operating programs
  - setting machine datums for each machine axis being used
  - identifying and dealing with error messages and faults on program or computer-controlled machine
  - placing the machine into correct operating mode and accessing program edit facility, in order to enter tooling data such as tool datums, positions, lengths, offsets and radius compensation
  - using tool posts, magazines and carousels and identifying the tools in relationship to the operating program
  - conducting trial runs, using single block run, dry run and feed and speed override controls
  - interpreting first and third angle drawings, metric measurements, workpiece reference points and system of tolerancing
  - checking before machine is operated in full program run mode
  - expressing machine tool and workpiece movements in terms of Cartesian coordinates
- purpose of tool compensation, including tool diameter, wear, nose radius, tool length
- industry standard profiles, lengths, cross-sections and tolerances and applicable terminology.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a timber processing or manufacturing facility or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - CNC machine
  - CNC operating program
  - personal protective equipment (PPE) for loading and proving operating programs for CNC machines
  - template documents for recording outcomes of setting up and calibration activities
- specifications:
  - manufacturer instructions for loading and proving program for CNC machine
  - work order with specific instructions for loading and proving program for CNC machine
  - workplace procedures for loading and proving program for CNC machine.

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Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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FWPCOT3290 Apply knowledge of timber properties, sawmill operations and sawmilling equipment

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 5.0.

Application

This unit of competency describes the skills and knowledge required to apply knowledge to identify the products, work processes and equipment in an operational sawmill. This includes identifying timber properties and defects and how these impact on sawing operations, timber volume and value recovery, process flow through a sawmill, quality requirements, the types, functions and capabilities of sawing machines and the regulatory arrangements that apply to sawmill operations.

The unit applies to individuals who work in various areas of sawmilling operations.

All work must be carried out to comply with workplace procedures, according to state/territory health and safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Common Technical (COT)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify timber	1.1 Identify species, grades and relative value of logs according to

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
properties and impact on sawmilling operations	rules established by state forestry organisation, local forest owners or purchasing sawmill for a specific or intended end use 1.2 Outline methods used for measurement of logs 1.3 Identify timber properties and potential impact on sawing, timber volume and value recovery 1.4 Describe timber features, properties and defects and potential impact on sawing, timber volume and value recovery
2. Identify sawmill products and processes	2.1 Identify processes involved in converting sawlogs to timber 2.2 Describe process flow through sawmill 2.3 Establish location of main processes in sawmill 2.4 Identify type, grade, finish and value of sawn products and by-products
3. Identify types, functions and capabilities of sawing machines	3.1 Describe type, function and capability of sawing machines 3.2 Distinguish between production (volume) sawing, grade (value) sawing, and combinations of both 3.3 Distinguish between different types and functions of saw blades 3.4 Assess impact of designed capability of sawing machines on timber volume and value recovery
4. Identify quality requirements	4.1 Assess impact of poor-quality sawn products on customers, profitability and compliance with industry standards 4.2 Identify types, purpose and process for recording quality data 4.3 Identify quality control processes
5. Identify regulatory framework impacting on sawmilling operations	5.1 Identify workplace health and safety legislation relating to sawmill operations and how this is reflected in workplace procedures 5.2 Describe key features of environment protection legislation relating to sawmill operations and how this is reflected in workplace procedures 5.3 Identify key features of industry codes of practice and how these are reflected in workplace procedures

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Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Extracts key information from workplace documents on timber properties
Writing	• Prepares sample quality reports using required format, language and structure
Numeracy	• Reads graphical and statistical data used to monitor quality
Navigate the world of work	• Understands main tasks, responsibilities and boundaries of own role
Get the work done	• Recognises and responds to routine problems

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FWPCOT3290 Apply knowledge of timber properties, sawmill operations and sawmilling equipment	Not applicable	New unit	No equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPCOT3290 Apply knowledge of timber properties, sawmill operations and sawmilling equipment

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 5.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has, on at least one occasion, identified the types and properties of timber, sawmilling products and processes and sawmilling equipment used in a sawmill and has:

- identified types, defects and properties of timber and their impact on sawing, timber volume and value recovery
- identified sawmill products and processes
- described types, functions and capabilities of sawing machines
- described key features of quality requirements
- identified the regulatory framework impacting on sawmilling operations.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- processes involved in conversion:
  - debarking
  - primary breakdown
  - secondary sawing
  - crosscutting
  - stacking
  - seasoning
  - residue removal
  - storage
- timber value and volume recovery:
  - definition

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    - ways of measuring
- species, grades and relative value of logs
- methods used for measurement of logs
- timber features and properties and potential impact on sawing, timber volume and value recovery
- timber defects and potential impact on sawing, timber volume and value recovery
- processes involved in converting sawlogs to timber
- process flow through sawmill
- location of main processes in sawmill
- type, grade, finish and value of sawn products and by-products
- type, function and capability of sawing machines
- production (volume) sawing
- grade (value) sawing
- types and functions of saw blades
- designed capability of sawing machines
- defects in timber due to conversion processes in sawmill
- types, purpose and process for recording quality data
- quality control processes
- workplace health and safety legislation relating to sawmill operations, including the use of personal protective equipment
- environmental protection legislation relating to sawmill operations
- industry codes of practice relating to sawmill operations.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
    - skills must be demonstrated in a forest product factory setting or an environment that accurately represents workplace conditions
- resources, equipment and materials:
    - workplace documents that provide basic information on work practices, procedures, processes or equipment
    - workplace documents that provide basic information on quality control processes, workplace health and safety and environment protection procedures
    - reference materials on timber properties and defects and regulatory framework impacting on sawmilling operations.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

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Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPCOT3291 Apply principles of timber and process optimisation in sawmill operations

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 5.0.

Application

This unit of competency describes the skills and knowledge required to apply optimisation principles in sawmilling operations to increase timber value and volume recovery. It includes identifying the drivers for optimisation, assessing opportunities for timber and workflow optimisation, identifying optimisation opportunities in own work area and participating in and evaluating optimisation initiatives.

The unit applies to individuals who are involved in timber and process optimisation in sawmilling operations.

All work must be carried out to comply with workplace procedures, according to state/territory health and safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Common Technical (COT)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify opportunities for optimisation in sawmilling operations	1.1 Identify drivers for optimisation in sawmilling operations 1.2 Identify potential impact of timber and material flow optimisation on timber value and volume recovery in sawmill operations 1.3 Assess opportunities for timber optimisation in sawmilling operations 1.4 Assess opportunities for material flow optimisation in sawmilling operations 1.5 Identify the technologies and work practices that are applied to enhance timber and workflow optimisation in sawmill operations
2. Identify optimisation opportunities in own work area	2.1 Compare current work practices, procedures, processes or equipment performance in own work area with requirements or performance indicators in relation to timber value and volume recovery 2.2 Recognise variances that indicate sub-optimal performance 2.3 Identify causes of sub-optimal performance and recommend corrective actions to relevant personnel
3. Participate in optimisation initiative	3.1 Participate in an approved optimisation initiative and monitor performance 3.2 Assess results of optimisation initiative 3.3 Record outcomes of actions and communicate to relevant personnel

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Extracts key information from workplace documents on optimisation initiatives
Writing	• Prepares routine written reports using required format, language and structure

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Skill	Description
Oral communication	• Employs active listening and questioning to clarify content of work orders
Numeracy	• Interprets graphical and statistical data used to describe and show timber production, equipment performance and value recovery
Navigate the world of work	• Understands main tasks, responsibilities and boundaries of own role
Interact with others	• Uses modes of communication suitable to purpose to confirm and clarify understanding
Get the work done	• Recognises and responds to routine problems

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FWPCOT3291 Apply principles of timber and process optimisation in sawmill operations	Not applicable	New unit	No equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPCOT3291 Apply principles of timber and process optimisation in sawmill operations

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 5.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has, on at least one occasion, identified opportunities for timber and workflow optimisation in own work area and has:

- identified the drivers for optimisation
- distinguished between timber and workflow optimisation
- made recommendations to correct sub-optimal performance in own work area
- participated in one optimisation initiative.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- timber value and volume recovery:
  - definition
  - ways of measuring
- drivers for optimisation in sawmilling operations:
  - efficiency
  - productivity
  - quality
  - competitiveness
- distinction between timber and material flow optimisation
- measures to improve timber and material flow optimisation
- impact of timber and material flow optimisation on timber value and volume recovery in sawmill operations
- opportunities for timber optimisation in sawmilling operations in one or more of the following areas:

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  - log sorting
  - sawing in the green mill
  - dry mill processing
  - grading
  - timber treatment
- opportunities for material flow optimisation in sawmilling operations
- technologies applied to enhance timber and workflow optimisation in sawmill operations:
  - 3D, X-ray and acoustic scanning devices
  - automated transfer systems
  - computer-assisted machine centres for sawing and re-sawing
- work practices applied to enhance timber and workflow optimisation in sawmill operations.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a forest product factory setting or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - workplace documents that provide basic information on work practices, procedures, processes or equipment performance in own work area
  - workplace documents that provide basic information on requirements or performance indicators in relation to timber value and volume recovery
  - access to and opportunity to participate in a real or simulated optimisation initiative relevant to sawmilling operations.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPCOT3292 Calibrate and maintain scanning equipment used in sawmilling operations

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 5.0.

Application

This unit of competency describes the skills and knowledge required to calibrate, adjust and test different forms of scanning equipment used in sawmilling operations, including optical (1–3 dimension), X-ray, microwave, multispectral and acoustic scanning equipment. It includes working safely, identifying the capability of scanning equipment in detecting timber characteristics and defects, following calibration procedures, and reporting on calibration outcomes.

The unit applies to individuals who calibrate different forms of scanning equipment used in sawmilling operations.

All work must be carried out to comply with workplace procedures, according to state/territory health and safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Common Technical (COT)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare to calibrate scanning equipment	1.1 Review work order to determine job requirements and, where required, seek clarification from appropriate personnel 1.2 Review workplace health and safety procedures, including the use of personal protective equipment, equipment lock-out and safe manual handling techniques 1.3 Identify, assess and take actions to mitigate risks and hazards associated with working with scanning equipment 1.4 Identify and implement workplace procedures for minimising waste material and maximising energy efficiency 1.5 Obtain tools, equipment and testing devices needed for the work, and check for correct operation and safety
2. Calibrate scanning equipment	2.1 Identify capability and resolution of scanning equipment in detecting timber characteristics and defects 2.2 Identify calibration procedures and calibration points for scanning equipment 2.3 Identify and take into account factors that may impact on the accuracy of scanning equipment during the calibration process 2.4 Test and adjust scanning equipment as necessary to ensure equipment meets calibration requirements 2.5 Carry out calibration of scanning equipment efficiently without waste of materials or damage to apparatus, the surrounding environment or services, and using sustainable energy principles
3. Verify calibration outcome	3.1 Conduct a test for a benchmark object (the standard) to confirm accuracy and desired outcome from the process 3.2 Repeat calibration procedure if accuracy is not achieved 3.3 Record all calibration data accurately according to workplace and manufacturer requirements
4. Complete calibration activities	4.1 Document calibration status and report out-of-calibration scanning equipment 4.2 Lock out calibration scanning equipment according to workplace and safety requirements 4.3 Perform routine maintenance of scanning equipment according to workplace and manufacturer instructions 4.4 Clean work area according to workplace and safety requirements

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Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Extracts key information from operational manuals to determine software parameters of scanning equipment
Writing	• Prepares routine written reports using required format, language and structure
Oral communication	• Employs active listening and questioning to clarify content of work orders
Numeracy	• Uses standard measures to record calibration outcomes • Interprets graphical and statistical data used in calibration process
Navigate the world of work	• Understands main tasks, responsibilities and boundaries of own role
Interact with others	• Uses modes of communication suitable to purpose to confirm and clarify understanding
Get the work done	• Recognises and responds to routine problems

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FWPCOT3292 Calibrate and maintain scanning equipment used in sawmilling operations	Not applicable	New unit	No equivalent unit

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Links

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Assessment Requirements for FWPCOT3292 Calibrate and maintain scanning equipment used in sawmilling operations

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 5.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has, on at least one occasion, accurately calibrated scanning equipment used in sawmilling operations and has:

- followed work order and relevant workplace health and safety and environmental protection procedures
- reviewed work order to determine job requirements
- used personal protective equipment (PPE), lock-out procedures and safe manual handling techniques
- identified, assessed and taken actions to mitigate risks and hazards associated with working with scanning equipment
- calibrated one or more of the following types of scanning equipment:
  - optical (1–3 dimension)
  - X-ray
  - microwave
  - multispectral
  - acoustic
- tested the calibration accuracy
- performed routine maintenance of scanning equipment
- recorded all calibration data accurately according to workplace and manufacturer requirements.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- types of risk and hazards and mitigation measures associated with operating and calibrating scanning equipment

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- types of scanning equipment:
  - optical (1–3 dimension)
  - X-ray
  - microwave
  - multispectral
  - acoustic
- methods for determining capability and resolution of different scanning equipment in detecting timber characteristics and defects, including:
  - thickness
  - shape
  - wane
  - knots
  - decay
  - foreign objects
  - heartwood
  - log stiffness
  - grain angle
  - colour check
  - stain
- calibration procedures and calibration points for scanning equipment
- function of key components of scanning equipment, operating principles, details of the pre-use, calibration and safety checks, and operating procedures for the items used
- factors that may impact on the accuracy of scanning equipment and their control
- role and importance of regular calibration checks and maintenance of equipment
- methods for testing calibration using a benchmark object (the standard)
- methods and frequency used to perform the checks and calibrations
- awareness of environmental sustainability issues as they relate to the work task
- legal, ethical and work health and safety requirements specific to the work task
- procedures for quarantining out-of-calibration equipment.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a forest product factory setting or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - scanning equipment used in sawmill operations including one or more of the following: optical (1–3 dimension), X-ray, microwave, multispectral, acoustic scanning equipment
  - tools, equipment and testing devices used in calibrating scanning equipment

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  - PPE for operating and calibrating scanning equipment
- specifications:
  - template documents for recording calibration outcomes
  - manufacturer instructions for calibration of scanning equipment
  - work order with specific instructions for calibration of scanning equipment
  - workplace procedures for calibration of scanning equipment.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPCOT3293 Use scanning equipment for timber grading

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 5.0.

Application

This unit of competency describes the skills and knowledge required to set up, test, operate and maintain different forms of scanning equipment for timber grading.

The unit applies to individuals who use scanning equipment for timber grading used in sawmilling operations.

All work must be carried out to comply with workplace procedures, according to state/territory health and safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Common Technical (COT)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare to operate scanning equipment for timber grading	1.1 Review work order to determine job requirements and, where required, seek clarification from appropriate personnel 1.2 Review workplace health and safety procedures, including the use of personal protective equipment, equipment lock-out and safe manual

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	handling techniques 1.3 Identify, assess and take actions to mitigate risks and hazards associated with using scanning equipment for timber grading 1.4 Identify workplace environmental protection procedures for minimising and disposing of waste material, cleaning tools and equipment, and maximising energy efficiency 1.5 Consult with appropriate personnel to ensure that work is coordinated effectively with others in the workplace 1.6 Obtain type and quantity of timber for grading from a storage location
2. Set up and test scanning equipment for timber grading	2.1 Determine settings for scanning equipment according to work order and manufacturer instructions 2.2 Identify relevant reference materials on the scanning equipment and use as required 2.3 Identify the prerequisites for effective testing of scanning equipment 2.4 Conduct test run to check the operation of scanning equipment and accuracy of grading outcomes 2.5 Compare test results with actual data to confirm that scanning equipment is providing accurate grading outcomes 2.6 Make adjustments to equipment settings as required 2.7 Record all testing data accurately according to workplace and manufacturer requirements
3.Operate, monitor and troubleshoot scanning equipment for timber grading	3.1 Carry out equipment start-up procedures according to manufacturer instructions 3.2 Operate equipment according to designed capacity and manufacturer recommendations 3.3 Perform routine operational checks on the performance of the scanning equipment according to workplace, safety and manufacturer procedures 3.4 Withdraw sample products for independent testing and comparison with grading determined by scanning equipment, investigate anomalies, identify root causes and implement solutions 3.5 Identify problems with the operation of scanning equipment, and resolve or report to the appropriate person

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	3.6 Complete equipment shut-down procedures
4. Finalise operation and maintain equipment	4.1 Follow workplace safety procedures to lock out equipment 4.2 Perform routine maintenance according to workplace and manufacturer instructions 4.3 Record and report grading outcomes, equipment faults and maintenance outcomes to appropriate personnel

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Extracts essential information from operational manuals to determine software parameters of scanning equipment
Writing	• Prepares routine written reports using the required format, language and structure
Oral communication	• Employs active listening and questioning to clarify content of work orders
Numeracy	• Interprets graphical data related to grading process
Navigate the world of work	• Understands main tasks, responsibilities and boundaries of own role
Interact with others	• Uses modes of communication suitable to purpose to confirm and clarify understanding
Get the work done	• Recognises and responds to routine problems

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status

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FWPCOT3293 Use scanning equipment for timber grading	Not applicable	New unit	No equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPCOT3293 Use scanning equipment for timber grading

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 5.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that, on at least one occasion, the individual has:

- operated, monitored and troubleshot scanning equipment for timber grading
- in doing the above job, the individual has:
  - followed work order and relevant workplace health and safety and environmental protection procedures
  - identified, assessed and taken actions to mitigate risks and hazards associated with operating scanning equipment
  - set up and tested scanning equipment
  - performed routine maintenance on scanning equipment
  - recorded grading outcomes according to workplace requirements.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- timber grading standards
- types of scanning equipment used for timber grading:
  - optical (1–3 dimension)
  - X-ray
  - microwave
  - multispectral
  - acoustic
- functions of key components of scanning equipment, operating principles, details of the pre-use, calibration and safety checks, and operating procedures for the items used
- factors that may impact on the accuracy of scanning equipment and their control

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- methods used to:
  - set up and test scanning equipment
  - clean and maintain scanning equipment
- awareness of environmental sustainability issues as they relate to the work task
- types of risk and hazards and mitigation measures associated with operating scanning equipment for timber grading
- legal, ethical and work health and safety requirements specific to the work task
- typical flow of material supply in and out of the grading area
- range of industry standard strength grades and thresholds and applicable terminology
- markings used on timber boards to identify grades
- reason for independent testing of boards and processes for sampling and preparing boards for testing.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a sawmill or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - scanning equipment for timber grading including one or more of the following: optical, X-ray, microwave, multispectral, acoustic scanning equipment
  - personal protective equipment for operating scanning equipment for timber grading
  - a variety of timber for grading
- specifications:
  - template documents for recording grading outcomes
  - manufacturer instructions for scanning equipment
  - work order with specific instructions for using scanning equipment for timber grading
  - workplace procedures for grading timber using scanning equipment.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPCOT3294 Swage and shape saw blades

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 5.0.

Application

This unit of competency describes the skills and knowledge required to widen and press into shape through a cold forming process the cutting points of saw teeth to create a block that has the required hook, back, tangential and radial clearance angles for efficient saw operation.

The unit applies to individuals who swage and shape saw blades in a saw technician workshop or sawmill.

All work must be carried out to comply with workplace procedures, according to state/territory health and safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Common Technical (COT)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for work	1.1 Review work order to determine job requirements and, where required, seek clarification from appropriate personnel 1.2 Review environmental protection procedures and workplace health and safety requirements, including the use of personal protective

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	equipment, equipment lock-out and safe manual handling techniques 1.3 Identify, assess and take actions to mitigate risks and hazards associated with swaging and shaping saw blades 1.4 Identify and implement workplace procedures for disposing of and minimising waste material, cleaning tools and equipment, and maximising energy efficiency 1.5 Identify required swage shape and thickness from industry standards, existing saws and relevant records 1.6 Select appropriate tools and equipment, and check for operational effectiveness 1.7 Confirm that specifications for swaging and shaping saw blades match industry standards, workplace tolerances, requirements for materials to be sawn, speed, cutting angle and sawing process
2. Set up equipment	2.1 Set up swage and shaping equipment to meet production requirements 2.2 Check die or swage clamp or vice shape against required shape, clearances and kerf, and change as required 2.3 Secure saw blade in a swage clamp or vice or swager with teeth aligned to swager or vice shape 2.4 Lubricate surfaces to be swaged
3. Swage teeth	3.1 Use equipment according to workplace safety procedures, manufacturer instructions and environmental protection practices 3.2 Complete trial swage, check and adjust swaging setup 3.3 Accept or reject trialled material and dispose of according to environmental protection practices 3.4 Inspect swage shape and thickness, and measure for tangential and radial clearance and kerf 3.5 Adjust swaging operation to meet production specifications 3.6 Check dies for wear and adjust to ensure accurate operation 3.7 Swage remaining teeth according to production and manufacturer specifications
4. Shape teeth	4.1 Remove excess material resulting from the swaging process 4.2 Complete trial shape and check tooth tolerances, adjusting as required

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	4.3 Accept or reject trialled material and dispose of according to environmental protection practices 4.4 Assess shape and check tooth alignment, adjusting remaining teeth as required 4.5 Record and report processing problems and equipment faults to appropriate personnel

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Extracts essential information from operational manuals to determine safe operating procedures for equipment
Writing	• Prepares routine written reports using the required format, language and structure
Oral communication	• Employs active listening and questioning to clarify content of work orders
Numeracy	• Performs precise calculations to swage and shape saw blades to specified hook, back, tangential and radial clearance angles
Navigate the world of work	• Understands main tasks, responsibilities and boundaries of own role
Interact with others	• Uses modes of communication suitable to purpose to confirm and clarify understanding

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FWPCOT3294 Swage and shape	FWPCOT3215 Swage and shape	Updated environmental and workplace health and safety requirements; separated	Equivalent unit

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saw blades	saw blades	performance criteria into a new element; updated foundation skills; updated performance evidence to map to performance criteria; updated unit code to reflect changes and meet compliance	

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPCOT3294 Swage and shape saw blades

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 5.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that, on at least one occasion, the individual has:

- safely swaged and shaped saw blades for circular and band saws
- in doing the above job, the individual has:
  - followed work order and relevant workplace health and safety and environmental protection procedures
  - set up equipment
  - recorded and reported production outcomes.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose, features and operation of circular and band saws for which saw blades are shaped and swaged
- features and names of different parts of circular and band saw blades
- purpose, features and operation of tools and equipment used to shape and swage blades:
  - swagers
  - swage clamps or vices
  - dies
  - measuring equipment
- importance of swaging and shaping saw blades to match requirements for:
  - characteristics of various materials sawn
  - speed of the sawing process
  - direction of the sawing process
  - cutting angle for sawing

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    - saw blade specifications
- techniques used to swage and shape saw teeth to specified hook, back, tangential and radial clearance angles
- industry standard and workplace tolerances
- types of risk and hazards and mitigation measures associated with swaging and shaping saw blades
- workplace procedures specific to swaging and shaping saw blades:
    - workplace health and safety, with particular emphasis on equipment lock-out, use of personal protective equipment (PPE) and safe manual handling
    - communication reporting lines
    - recording and reporting of processing problems and equipment faults
- environmental protection practices for repairing and maintaining tools and equipment in forest products factory settings:
    - reducing water and energy use
    - cleaning plant, tools and equipment
    - disposing of, recycling and reusing materials.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
    - skills must be demonstrated in a saw technician workshop, a sawmill or an environment that accurately represents workplace conditions
- resources, equipment and materials:
    - swagers
    - swage clamps or vices
    - dies
    - wire gauges
    - test bars
    - rules
    - micrometers
    - vernier callipers
    - saw blades for circular saws and band saws
    - PPE suitable for swaging and shaping saw blades
- specifications:
    - template documents for recording production output, processing problems and equipment faults
    - manufacturer instructions for the use of equipment and recommended specifications for swaging and shaping teeth
    - work order with specific instructions for swaging and shaping saw blades for specified equipment

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- workplace procedures for swaging and shaping saw blades.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPCOT3295 Assess and maintain cutter performance

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 5.0.

Application

This unit of competency describes the skills and knowledge required to assess and maintain cutter performance in timber moulding and planing operations. This activity includes inspecting dressed timber, diagnosing cutter performance and rectifying problems with cutters or knives.

The unit applies to individuals who assess and maintain cutter performance in a timber processing or manufacturing facility.

All work must be carried out to comply with workplace procedures, according to state/territory health and safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Common Technical (COT)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for work	1.1 Review workplace health and safety requirements, including use of personal protective equipment, equipment lock-out and safe manual handling techniques

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.2 Identify, assess and take actions to mitigate risks and hazards associated with assessing and maintaining the cutter and assembly components for moulding and planing machines 1.3 Identify and implement environmental protection procedures for minimising and disposing of material, and maximising energy efficiency
2. Inspect timber cutters and assembly components	2.1 Obtain information relating to current and past performance problems and review to assess process problems 2.2 Observe cutter, cutter block, spindles and associated assembly components under operating conditions to determine extent of problems 2.3 Examine timber fed through the machine to determine potential causes of cutting problem 2.4 Lock out machine and inspect cutters and assembly components to identify worn, broken and loose components
3. Rectify problems with cutters and assembly components	3.1 Diagnose possible causes with input from other personnel where required 3.2 Discuss solutions with relevant personnel to identify and agree on preferred option 3.3 Implement selected course of action, review dressing operation and results and communicate to appropriate personnel 3.4 Record and report causes of problems and action taken according to workplace procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Sources and extracts information from machine records, service history and log books to determine potential causes of cutting problems

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Skill	Description
Oral communication	• Employs active listening and questioning to clarify content of work orders
Numeracy	• Locates and interprets routine numerical data involving angles, dimensions, and speeds in cutting performance records
Navigate the world of work	• Understands main tasks, responsibilities and boundaries of own role
Interact with others	• Uses modes of communication suitable to purpose to confirm and clarify understanding
Get the work done	• Recognises and responds to routine problems

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FWPCOT3295 Assess and maintain cutter performance	FWPCOT3217 Assess and maintain cutter performance	Updated application; revised elements and performance criteria for clarity; revised list of relevant machines; reworded performance evidence Vocational outcomes have not changed	Equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPCOT3295 Assess and maintain cutter performance

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 5.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has successfully assessed and diagnosed three different problems related to cutter and cutter blocks performance for moulders or planers.

In doing the above, the individual has:

- followed work order and relevant workplace health and safety and environmental protection procedures
- assessed performance of cutter and assembly components
- inspected timber and cutter and assembly components
- identified safe course of action for rectifying problem
- reported on problem, fault diagnosis process and rectification outcomes.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose, features and operation of cutter, cutter block and assembly components on moulders and planers
- typical causes of damage and poor cutter performance:
  - forcing timber through the machine
  - damage from foreign matter
  - incorrect operating speeds
  - oversized material removal
  - incorrect setting of machine
  - poor sharpening or setting of cutters or knives
  - worn or damaged components
- methods for:

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  - assessing condition of cutters and assembly components
  - diagnosing causes of damage and poor performance
  - rectifying problems and improving cutter performance
- types of risk and hazards and mitigation measures associated with assessing and maintaining cutter performance
- workplace procedures specific to assessing and maintaining cutter performance:
  - workplace health and safety, with particular emphasis on equipment lock-out and use of personal protective equipment (PPE)
  - communication reporting lines
  - recording and reporting cutting problems
  - diagnosis process and rectification outcomes
  - disposing of material.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a timber processing or manufacturing facility or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - one or more of the following machines and associated cutters: moulder, planer
  - hand tools to carry out the work
  - PPE suitable for assessing and maintaining performance of cutters
- specifications:
  - records of equipment fault and cutting performance
  - template documents for recording and reporting cutting problems, the fault diagnosis process and rectification outcomes
  - workplace procedures for assessing and maintaining performance of cutters and associated equipment
  - manufacturer instructions for use, repair and maintenance of cutters and associated equipment.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPCOT3296 Mechanically stress grade timber

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 5.0.

Application

This unit of competency describes the skills and knowledge required to stress grade timber with mechanical stress-grading machines or high-speed mechanical graders to test the product for strength and durability against set grades.

The unit applies to individuals who mechanically stress grade timber in the timber and wood products industry.

All work must be carried out to comply with workplace procedures, according to state/territory health and safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Common Technical (COT)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for stress-grading	1.1 Review work order to determine job requirements and, where required, seek clarification from appropriate personnel 1.2 Review environmental protection procedures and workplace health and safety requirements, including use of personal protective

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	equipment, equipment lock-out and safe manual handling techniques 1.3 Identify, assess and take actions to mitigate risks and hazards associated with mechanically stress-grading timber 1.4 Identify and implement workplace procedures for minimising and disposing of waste material, cleaning plant, tools and equipment, and maximising energy efficiency 1.5 Obtain type and quantity of timber for stress-grading from storage location
2. Set up equipment	2.1 Select and use equipment according to workplace safety procedures, manufacturer instructions and environmental protection practices 2.2 Complete pre-start-up checks on equipment to ensure operational effectiveness 2.3 Set up spray guns or branding rolls for use according to work order 2.4 Complete calibration process using verification boards, and set grade thresholds according to workplace procedures
3. Stress grade timber	3.1 Complete automatic grading process, monitor and adjust material flow to machine 3.2 Monitor machinery to ensure consistent grade marking and board appearance according to industry standards 3.3 Withdraw samples for independent testing and prepare according to testing procedures
4. Complete operator maintenance	4.1 Lock out equipment according to workplace safety procedures 4.2 Check and clean photoelectric cells and reflectors according to manufacturer procedures and environment protection practices 4.3 Check and refill spray guns or branding rolls 4.4 Adjust and maintain mechanical stress grade rollers, auto-feed and load pressure according manufacturer recommendations 4.5 Keep stress-grading area clear of dust and debris according to workplace safety procedures 4.6 Record and report production outcomes, equipment faults and maintenance requirements to appropriate personnel

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Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Extracts key information from operational manuals to determine safe operating procedures for equipment
Writing	• Prepares routine written reports using required format, language and structure
Oral communication	• Employs active listening and questioning to clarify content of work orders
Numeracy	• Identifies quantities of timber required within work orders, and counts numbers of timber boards to be graded • Calibrates mechanical stress-grading equipment to specified grade thresholds
Navigate the world of work	• Understands main tasks, responsibilities and boundaries of own role
Interact with others	• Uses modes of communication suitable to purpose to confirm and clarify understanding
Get the work done	• Recognises and responds to routine problems

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FWPCOT3296 Mechanically stress grade timber	FWPCOT3225 Mechanically stress grade timber	Updated performance criteria to match knowledge evidence regarding workplace health and safety requirements; updated foundation skills	Equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPCOT3296 Mechanically stress grade timber

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 5.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has, on at least one occasion, mechanically stress graded timber, and has:

- followed work order and relevant workplace health and safety and environmental protection procedures
- operated a mechanical stress-grading machine or high-speed stress-grading machine according to work orders to grade one or more of the following types of timber products:
  - timber from native species
  - timber from imported species
  - dressed timber
  - in-the-rough timber
  - preservative treated timber
- completed operator maintenance on the mechanical stress-grading equipment
- recorded and reported production outcomes, equipment faults and maintenance requirements to appropriate personnel.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- typical flow of material supply in and out of the grading area
- typical workflow processes and techniques used to stress grade timber mechanically
- range of industry standard strength grades and thresholds and applicable terminology
- markings used on timber boards to identify grades
- reasons for independent testing of boards
- processes for sampling and preparing boards for testing
- purpose, features and operation of equipment used to stress grade timber mechanically:

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    - mechanical stress graders or high-speed mechanical graders
    - spray guns
    - branding rolls
    - verification boards
- methods used to:
    - calibrate equipment to grades using verification timber boards
    - clean and maintain mechanical stress-grading equipment
- workplace procedures specific to mechanically stress-grading timber:
    - workplace health and safety, with particular emphasis on equipment lock-out, use of personal protective equipment (PPE), safe manual handling techniques and handling hazardous substances
    - communication reporting lines
    - recording and reporting production outcomes, equipment faults and maintenance requirements
- environmental protection practices for timber processing plants:
    - reducing water and energy use
    - cleaning plant, tools and equipment
    - disposing of hazardous substances.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
    - skills must be demonstrated in a timber processing plant or an environment that accurately represents workplace conditions
- resources, equipment and materials:
    - mechanical stress graders or high-speed mechanical graders
    - spray guns
    - branding rolls
    - verification boards
    - PPE suitable for mechanically stress-grading timber
    - timber boards suitable for mechanically stress-grading and sufficient quantities for the grading operation
- specifications:
    - manufacturer instructions for use and maintenance of equipment
    - work order with specific instructions for types and quantities of timber to be graded
    - template documents for recording production outcomes, equipment faults and maintenance requirements.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

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Links

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FWPCOT3297 Operate automated stacking equipment

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 5.0.

Application

This unit of competency describes the skills and knowledge required to use automatic or semi-automatic stacking equipment to build, monitor, strap and record packs of timber products in preparation for despatch.

The unit applies to individuals who operate automatic timber stacking equipment in the forest and wood products industry.

All work must be carried out to comply with workplace procedures, according to state/territory health and safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Common Technical (COT)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for stacking	1.1 Review work order to determine job requirements and, where required, seek clarification from appropriate personnel 1.2 Review environmental protection procedures and workplace health and safety requirements, including the use of personal protective

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	equipment, equipment lock-out and safe manual handling techniques 1.3 Identify, assess and take actions to mitigate risks and hazards associated with operating automatic timber stacking equipment 1.4 Identify and implement workplace procedures for minimising and disposing of waste material, cleaning tools and equipment, and maximising energy efficiency 1.5 Select tools and equipment, and check for operational effectiveness 1.6 Obtain type and quantity of timber products to be stacked from a storage location 1.7 Plan stacking process according to work order
2. Stack, wrap and strap packs	2.1 Set up stacking machine to produce specified pack sizes according to work order 2.2 Build packs using timber products of a consistent type, size and thickness 2.3 Check bearers and protective strips for uniform thickness and damage 2.4 Place specified bearers, spacing sticks and protective strips squarely, evenly and consistently 2.5 Monitor stacked timber product for grade and quality 2.6 Reprocess or dispose of unacceptable components 2.7 Stack packs to correct product count or dimension, and check the safety of stacking 2.8 Strap, wrap and label packs according to workplace procedures 2.9 Avoid wastage of strapping and packaging materials, and maximise use of recycled materials
3. Complete operator maintenance	3.1 Lock out equipment according to workplace safety procedures 3.2 Check, maintain and clean automatic stacking machine mechanism 3.3 Keep machine area clear of dust and debris according to workplace safety procedures 3.4 Record and report production outcomes and equipment faults to appropriate personnel

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Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Extracts essential information from operational manuals to determine safe operating procedures for equipment
Writing	• Prepares routine written reports using the required format, language and structure
Oral communication	• Employs active listening and questioning to clarify the content of work orders
Numeracy	• Counts numbers of timber products to be stacked, wrapped and packed • Identifies quantities of timber products in work order • Verifies quantities by re-counting components
Navigate the world of work	• Understands main tasks, responsibilities and boundaries of own role
Interact with others	• Uses modes of communication suitable to purpose to confirm and clarify understanding
Get the work done	• Recognises and responds to routine problems

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FWPCOT3297 Operate automated stacking equipment	FWPCOT3230 Operate automated stacking equipment	Updated workplace health and safety requirements to match across sections; updated foundation skills	Equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPCOT3297 Operate automated stacking equipment

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 5.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that, on at least one occasion, the individual has operated automatic or semi-automatic stacking equipment and has:

- followed work order and relevant workplace health and safety and environmental protection procedures
- stacked and built packs of timber using an automatic or semi-automatic stacking machine according to an individual work order prescribing different types, dimensions and numbers of timber products to be packed
- completed the following tasks for each pack:
  - applied protective strips to packs
  - applied wrapping to packs to prevent water penetration during storage and transportation
  - strapped packs
  - labelled packs ready for storage or transportation
- completed operator maintenance on the automatic or semi-automatic stacking machine
- recorded and reported production outcomes and equipment faults to appropriate personnel.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- types of risk and hazards and mitigation measures associated with operating stacking equipment
- range of industry standard lengths, cross-sections, appearance grades, markings and applicable terminology for relevant timber products
- purpose, features and operation of automatic or semi-automatic stacking machines
- typical workflow processes used to build, wrap and strap packs automatically

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- methods for labelling timber products and packs for identification
- quality requirements for packs
- workplace procedures specific to operating automatic stacking machines:
  - workplace health and safety, with particular emphasis on equipment lock-out, use of personal protective equipment (PPE), and safe manual handling
  - communication reporting lines
  - recording and reporting production outcomes and equipment faults
- environmental protection practices for stacking and binding material:
  - reducing water and energy use
  - cleaning plant, tools and equipment
  - disposing of, recycling and reusing timber and other waste.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a timber processing plant, a timber product manufacturing plant or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - automatic or semi-automatic stacking machines
  - PPE suitable for operating automatic stacking machines
  - commercial quantities of timber products to be stacked, wrapped and strapped
  - materials from which to build packs
  - consumable strapping, packaging and labelling materials
- specifications:
  - work order with specific instructions for automatically stacking material
  - template documents for recording production outcomes and equipment faults
  - workplace procedures for operating automatic stacking machines.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPCOT3298 Produce templates

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 5.0.

Application

This unit of competency describes the outcomes required to produce templates that assist with the operation of static machines and computer numerically controlled (CNC) equipment used to produce shaped, tapered or moulded products.

The unit applies to individuals who produce templates for static CNC equipment used in a timber processing or manufacturing facility.

All work must be carried out to comply with workplace procedures, according to state/territory health and safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Common Technical (COT)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for work	1.1 Review work order to determine job requirements and, where required, seek clarification from appropriate personnel 1.2 Review workplace health and safety procedures, including the use of personal protective equipment, equipment lock-out and safe manual

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	handling techniques 1.3 Identify, assess and take actions to mitigate risks and hazards associated with producing templates 1.4 Identify workplace environmental protection procedures for minimising and disposing of waste material, cleaning tools and equipment, and maximising energy efficiency
2. Plan template production	2.1 Identify type and quantity of required templates, and plan process in line with work order 2.2 Select template material of appropriate size, strength and flexibility for equipment use 2.3 Interpret drawings and specifications for templates and equipment application 2.4 Measure and plot dimensions, maintaining correct angles, arcs and curves to produce pattern 2.5 Check pattern dimensions, shape and measurements against drawings and specifications through visual inspection 2.6 Select tools and equipment required for template production, and check for serviceability
3. Produce templates	3.1 Use equipment according to workplace safety procedures, manufacturer instructions and environmental protection practices 3.2 Construct template using patterns to ensure accurate outcomes 3.3 Position hardware so that it does not affect or obstruct equipment use 3.4 Date and sign template patterns and make detailed notations for use 3.5 Dispose of rejected templates and off-cuts according to workplace procedures and environmental protection practices 3.6 Store plans according to workplace procedures 3.7 Record and report production outcomes and equipment faults to appropriate personnel

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Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Numeracy	• Extracts detailed numerical production data from work orders, drawings and specifications • Counts quantities of materials and hardware components, and selects appropriate sizes • Precisely measures and checks angles, arcs and curves against specifications
Navigate the world of work	• Understands main tasks, responsibilities and boundaries of own role
Interact with others	• Uses modes of communication suitable to purpose to confirm and clarify understanding
Get the work done	• Recognises and responds to routine problems

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FWPCOT3298 Produce templates	FWPCOT3237 Produce templates	Updated performance criteria to reflect environmental and workplace health and safety requirements; separated performance criteria into a new element and reworded the other elements; updated foundation skills; updated performance evidence to map to performance criteria; updated unit code to reflect changes and meet compliance	Equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPCOT3298 Produce templates

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 5.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that, on at least one occasion, the individual has:

- produced templates according to the work order and product requirements
- in doing the above job, the individual has:
  - read and clarified work order for producing templates
  - applied workplace health and safety requirements, including use of personal protective equipment (PPE) and safe manual handling techniques, throughout the work
  - planned production of template
  - recorded and reported production outcomes and equipment faults to appropriate personnel.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- key features of patterns and templates and their purpose
- types and key features of equipment that are assisted by templates
- types and key features of shaped, tapered or moulded products produced with the assistance of templates
- characteristics of materials used for templates and how these affect template use:
  - strength
  - direction of grain
  - hardness
  - flexibility
- typical assembly sequences and range of techniques used to produce templates
- purpose, features and operation of equipment used to assemble templates
- purpose, features and use of assembly componentry
- types of risk and hazards and mitigation measures associated with producing templates

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- workplace procedures specific to producing templates:
  - workplace health and safety, with particular emphasis on equipment lock-out, use of PPE and safe manual handling techniques
  - communication reporting lines
  - recording and reporting production outcomes and equipment faults
- environmental protection practices for producing templates:
  - reducing water and energy use
  - disposing of, recycling and reusing timber and other waste.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a timber processing or manufacturing facility or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - measuring equipment
  - patterns
  - assembly equipment
  - PPE suitable for use in producing templates
  - consumable metal and ply suitable for pattern preparation
  - consumable materials suitable for templates
  - consumable nails, screws and adhesives
- specifications:
  - template documents for recording production outcomes and equipment faults
  - manufacturer instructions for equipment use
  - work order, drawings and specifications for template production
  - workplace procedures for producing templates.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPCOT3299 Cut timber or engineered wood product to profile

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 5.0.

Application

This unit of competency describes the skills and knowledge required to use profiling equipment for cutting timber or engineered wood products to a profile to produce moulded products in a manufacturing facility.

The unit applies to individuals who work as benchman, machine operators, timber products technicians, production technicians and press operators.

All work must be carried out to comply with workplace procedures, according to state/territory health and safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Common Technical (COT)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for profiling timber or engineered wood products	1.1 Review work order to determine job requirements and, where required, seek clarification from appropriate personnel 1.2 Review workplace health and safety procedures, including the use of personal protective equipment, equipment lock-out and safe manual

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	handling techniques 1.3 Identify, assess and take actions to mitigate risks and hazards associated with cutting timber or engineered wood products to profile 1.4 Identify workplace environmental protection procedures for minimising and disposing of waste material, cleaning tools and equipment, and maximising energy efficiency 1.5 Obtain the type and quantity of material for profiling from a storage location 1.6 Identify profile to be cut, and select appropriate cutting blades according to specifications
2. Set up profiling equipment	2.1 Use equipment according to workplace health and safety procedures, manufacturer instructions and environmental protection practices 2.2 Follow lock-out procedures, select and attach machine guides and install cutting blades 2.3 Set depth of cut or profile according to the required shape and to minimise waste 2.4 Stack material in close proximity to maximise ease of machine feeding 2.5 Test equipment set-up for correct profile alignment through a trial run, and adjust as required
3. Cut timber or engineered wood product to profile	3.1 Feed timber or engineered wood product into the machine at feed rate prescribed by organisational requirements 3.2 Follow, maintain and adjust cutting sequence to produce the required quantity and maximise feed rate 3.3 Check profiling process regularly and adjust to maintain desired depth and profile 3.4 Dispose of incorrect cuts, off-cuts and defective material according to environmental protection practices 3.5 Stack material safely in designated location according to work order
4. Complete operator maintenance	4.1 Lock out equipment according to workplace health and safety procedures and manufacturer recommendations 4.2 Check cutting blades for bluntness or damage according to

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	manufacturer specifications 4.3 Remove and replace cutting blades according to manufacturer recommendations 4.4 Keep machine area clear of dust and debris according to workplace health and safety procedures 4.5 Record and report production outcomes, equipment faults and maintenance requirements to appropriate personnel

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Numeracy	• Identifies quantities of required material within work orders, and counts numbers of panels to be profiled • Completes basic calculations of required depth of cut or profile to determine equipment set-up • Measures finished dimensions against specifications and allowable tolerances
Navigate the world of work	• Understands main tasks, responsibilities and boundaries of own role
Interact with others	• Uses modes of communication suitable for the purpose to confirm and clarify understanding
Get the work done	• Recognises and responds to routine problems

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status

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FWPCOT3299 Cut timber or engineered wood product to profile	FWPCOT3265 Cut timber or engineered wood product to profile	Reworded performance evidence for clarity	Equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPCOT3299 Cut timber or engineered wood product to profile

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 5.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria of this unit.

There must be evidence that, on at least one occasion, the individual has:

- cut one or more of the following timber or engineered wood products to profile according to work order and prescribed workplace specifications:
  - dressed timber
  - in-the-rough timber
  - stress and non-stress graded timber
  - preservative treated timber
  - medium density fibreboard
  - laminated veneer
  - chipboard
  - fibreboard
  - coated and/or treated timber products
  - glued laminated timber (glulam)
  - cross-laminated timber (CLT)

In doing the above job, the individual has:

- followed relevant workplace health and safety and environmental protection procedures to complete the work order
- conducted operator maintenance on profiling equipment
- stacked batches of cut timber or engineered wood product safely.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

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- health and safety hazards or risks related to operating profiling equipment for timber or engineered wood products as identified through risk assessments, manufacturer technical information, regulations and industry health and safety guides
- workplace procedures specific to cutting timber or engineered wood product to profile:
  - health and safety, with particular emphasis on equipment lock-out and the use of personal protective equipment (PPE)
  - use of timber profiling equipment
  - communication reporting lines
  - recording and reporting production outcomes, equipment faults and maintenance requirements
- environmental protection practices for timber manufacturing facilities:
  - cleaning plant, tools and equipment
  - disposing of, recycling and reusing timber and other waste
  - reducing water and energy use
- characteristics of timber or relevant engineered wood product
- storage systems and labelling procedures, including:
  - storage racks
  - storage bays
  - bins
  - stacks
  - pallet boxes
  - modularised storage components
  - temporary stacking bays
- storage layout and categories for:
  - raw materials
  - stacking finished timber products
- typical timber or engineered wood product defects and how they affect the ability to produce quality profiled product:
  - warp
  - wane
  - cupping
  - shakes
  - insect defects
  - knots
  - resin pockets
- range of common profiles and applicable terminology, including:
  - quad
  - beading
  - mouldings
  - shaped beams
  - architraves

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  - skirting boards
  - scotia
- common cutting patterns used to achieve common profiles
- range of feed rates and how they affect production output and quality of the finished product
- purpose, features and operation of equipment used to cut timber or engineered wood product to profile:
  - measuring equipment
  - multi-head planing machines (four siders)
  - spindle moulders
  - routing machines
  - shaping machines
  - machine guides
- methods for assessing cutting blade condition.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - measuring equipment
  - profiling equipment including one or more of the following: multi-head planing machines (four siders), spindle moulders, routing machines, shaping machines
  - machine guides
  - maintenance tools and equipment for removing and replacing cutting blades
  - consumable profile cutting blades in various shapes and sizes
  - PPE suitable for cutting material to profile
  - timber or engineered wood product suitable for profiling operations
- specifications:
  - manufacturer instructions for use and maintenance of equipment
  - work order with specific instructions for cutting timber or engineered wood product to profile
  - workplace policies and procedures for cutting timber or engineered wood product to profile, including health and safety and emergency procedures and environmental protection procedures
  - template documents for recording production outcomes, equipment faults and maintenance requirements.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

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Links

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FWPCOT3301 Trim trees using a pole saw

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to use a fuel or battery powered pole saw to trim tree branches within safe height and angle limits.

The unit applies to individuals who operate pole saws to trim tree branches as part of arboriculture, forestry, agriculture, conservation and land management, local government, emergency services and other government agency operations.

All work must be carried out to comply with workplace procedures, according to state/territory health and safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Common Technical (COT)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for trimming	1.1 Determine job requirements from work order or instruction and, where required, seek clarification from appropriate personnel 1.2 Confirm safety and environmental requirements for the task

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	according to workplace procedures 1.3 Identify, assess and take actions to mitigate risks and hazards associated with using pole saw to trim branches 1.4 Plan trimming activities according to workplace procedures 1.5 Consult with team members and other appropriate personnel to ensure that work is coordinated effectively with others in the workplace 1.6 Obtain pole saw and other support equipment needed for the work 1.7 Select, fit and use personal protective equipment 1.8 Conduct pre-start-up checks of pole saw to determine serviceability according to manufacturer instructions
2. Assess trees	2.1 Identify and assess tree type, location and stability for safe working conditions 2.2 Plan trim of tree according to workplace procedures and environmental conditions 2.3 Identify trees unsafe to be trimmed, and refer to supervisor 2.4 Identify hazards in immediate vicinity of the tree to be trimmed, and refer to supervisor 2.5 Determine whether the height of branches to be trimmed is within safe reach and safe working angle when using the pole saw 2.6 Establish general falling direction of branches to be trimmed, and identify clear escape routes
3. Trim trees	3.1 Trim accessible branches within safe height and angle limits according to work order or instructions and manufacturer recommendations 3.2 Monitor location and movement of people in work area to ensure work site is safe 3.3 Undertake sequence of cuts to trim tree branches 3.4 Operate pole saw according to workplace procedures and manufacturer instructions, adjusting technique in response to condition of the tree 3.5 Identify unexpected tree characteristics during trimming operations, and review tree assessment if required 3.6 Complete cutting once initiated to minimise splitting

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	3.7 Clear cut branches from the site according to workplace procedures and environmental requirements
4. Conduct operator maintenance	4.1 Follow workplace safety procedures and manufacturer instructions to lock out equipment 4.2 Inspect condition of pole saw and other equipment on completion of trimming activities 4.3 Clear pole saw of dust, shavings and debris, and check for serviceability 4.4 Remove, sharpen, adjust or replace chain and other components according to manufacturer recommendations 4.5 Recycle, re-use or dispose of blunt or damaged chain and other components according to workplace procedures and environmental requirements 4.6 Record and report equipment faults and maintenance activity

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret workplace documentation to determine requirements
Writing	• Use technical and workplace specific vocabulary to accurately and legibly complete workplace records and forms
Oral communication	• Ask questions and actively listen to clarify contents of work plans

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FWPCOT3301 Trim	FWPCOT3238	Retitled	Equivalent

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Code and title current version	Code and title previous version	Comments	Equivalence status
trees using a pole saw	Operate a pole saw	Minor updates to Application, Performance Criteria and Knowledge Evidence Added new Performance Criteria Updated Foundation Skills, Performance Evidence and Assessment Conditions	

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPCOT3301 Trim trees using a pole saw

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has:

- assessed, planned and conducted the trimming of the accessible branches of six trees within safe height and angle limits using a pole saw
- followed workplace policies and procedures, current workplace health and safety legislation, regulations and related industry standards and codes of practice in completing the tree trimming work
- inspected and carried out routine operator maintenance on one pole saw on one occasion, including removing, sharpening, replacing and adjusting the chain, according to manufacturer requirements.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- types and components of pole saws
- uses of pole saws to trim trees
- procedures for pole saw operations
- risks and hazards associated with trimming trees with a pole saw
- characteristics of trees and timber defects
- trimming sequence and pole saw cutting techniques for trimming trees
- safe height and angle limits for pole saw use when trimming trees
- criteria for assessing condition of pole saw chain
- procedures for removing, sharpening, adjusting or replacing pole saw chain and other components
- established communication channels and protocols for trimming trees with a pole saw
- problem identification and resolution strategies related to trimming trees with a pole saw

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- procedures for recording and reporting workplace information related to trimming trees with a pole saw.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in the workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - an industry standard fuel or battery powered pole saw
  - tools and equipment used to maintain pole saws
  - consumable pole saw parts, oil and fuel
  - personal protective equipment required in pole saw operations
- specifications:
  - access to workplace safety and environmental policies and procedures applicable to use of pole saws for trimming branches
  - access to workplace procedures and forms for recording pole saw maintenance and faults
  - access to workplace standard operating procedures or operator manual for pole saws.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPCOT3302 Access and provide timber and wood product information

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to apply wood and timber product knowledge in the workplace and promote the benefits of wood and timber products to a range of customers and others. The unit includes identifying wood and timber products, accessing accurate information on wood and timber products, and providing information to customers and others about those products.

The unit applies to individuals who work as customer service/sales assistants and sales and team leaders and are responsible for providing advice on timber and wood products.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Common Technical (COT)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify types, characteristics and certification arrangements for wood	1.1 Identify physical and mechanical properties of wood and timber that affect wood and timber quality 1.2 Identify the names, types, uses and qualities of domestically

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
and timber products	sourced and imported wood and timber products 1.3 Identify the responsible agency, purpose and legal status of forest, wood and timber product certification, labelling and chain of custody schemes
2. Access information on wood and timber products	2.1 Identify sales or operational need for wood and timber product information 2.2 Identify and use a range of methods to access sources of wood and timber product information 2.3 Assess sources of wood and timber product information 2.4 Source specific product information to meet sales or operational need
3. Advise on wood and timber products	3.1 Promote characteristics and benefits of wood and timber products using correct industry terminology to customers and others 3.2 Respond to enquiries from customers and others using correct industry terminology about wood and timber products 3.3 Provide advice to customers and others on the suitability of wood and timber products for specific end uses 3.4 Provide advice to customers and others on common wood and timber treatment methods, preservatives and exposure hazards 3.5 Provide advice to customers and others on timber coatings and finishes for specific end uses
4. Maintain wood and timber product knowledge	4.1 Obtain information to update own knowledge of wood and timber products on an ongoing basis 4.2 Source and access information on current and emerging wood and timber product developments 4.3 Share new or updated wood and timber product information with colleagues

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

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Skill	Description
Reading	• Interpret workplace documentation to determine requirements • Research, sort and interpret diverse wood and timber product information
Writing	• Prepare notes and basic summaries of information
Oral communication	• Question suppliers about wood and timber product details
Numeracy	• Interpret diverse numerical and graphical information on wood and timber product characteristics • Interpret volume and ratio data related to the use of wood and timber treatments, coatings and finishes

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FWPCOT3302 Access and provide timber and wood product information	FWPCOT2241 Apply wood and timber product knowledge	Title amended Clarified Application Reworded Elements and Performance Criteria Updated Knowledge Evidence, Foundation Skills, Performance Evidence and Assessment Conditions	Equivalent

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPCOT3302 Access and provide timber and wood product information

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has:

- researched and provided wood and timber product information in response to three different sales-related and/or operations-related enquiries
- used at least two of the following sources to access wood and timber product information for each of the above enquiries:
  - internet or intranet
  - supplier of the product
  - product library
  - product catalogue
  - trade and technical publications
  - tradespeople or timber industry professionals
  - social media websites
  - state and federal government information systems
- used correct industry terminology and common abbreviations in response to each of the above enquiries for product information
- shared product information with colleagues gained in responding to each of the above enquiries for product information.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- distinction between wood and timber
- distinction between softwood and hardwood
- names, types, uses and qualities of domestically sourced and imported wood and timber products, including products made from recycled wood

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- suitable species and product types for wood and timber applications
- physical and mechanical properties of wood and timber
- criteria for determining wood and timber quality
- origin, name, appearance, properties, defects and uses of common timber species, including:
  - durability
  - density
  - sawing orientation
  - strength group
  - shrinkage
  - joint strength
  - lyctus susceptibility
  - fire rating
  - hardness
- methods, preservatives and exposure hazards relating to manufactured timber: engineered products, laminated veneer lumber (LVL), medium density fibreboard (MDF), plywood, and particle board
- manufacturer product literature covering features and benefits of wood and timber products, including:
  - carbon storage
  - low embodied energy
  - renewability
  - reuse
  - sustainability of the forest resources
  - new applications and services over alternative materials and products
- certification, labelling and chain of custody schemes and their purpose in the forestry industry
- timber grades and their uses for client applications
- procedures for matching timber coatings and finishes to specific end uses
- wood preservatives and associated safety data sheets
- techniques for maintaining wood and timber product knowledge
- procedures for recording and reporting information provided to customers.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a workplace location or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - the internet

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  - digital device to access wood and timber product information
  - industry sources of product information
- specifications:
  - access to work order or instruction detailing activities to be carried out by operator
  - access to documentation related to workplace health and safety, environmental, design and chain of custody of wood and timber products
  - access to workplace procedures and forms for providing advice and reporting/ keeping reports.
- relationships:
  - customers and colleagues with whom the individual can interact; these can be customers and colleagues in an industry workplace who are assisted by the individual during the assessment process; or individuals who participate in role plays or simulated activities, set up for the purpose of assessment, in a simulated industry environment operated within a training organisation.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPCOT3303 Prepare sketches and drawings

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to identify drawing conventions, structure design details and dimensions from construction plans and apply that information to prepare sketches and drawings that inform the fabrication plans.

The unit applies to timber advisors, customer service officers and timber frame and truss fabricators who would normally take responsibility for organising and completing tasks assigned to them without close supervision.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Common Technical (COT)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Plan the work	1.1 Identify workplace policies and procedures relevant to preparing sketches and drawings and confirm job requirements from work order or instruction 1.2 Source relevant information and measurements from construction plans or on-site measurements 1.3 Identify areas of insufficient detail or inconsistency and seek

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	clarification from appropriate person 1.4 Check details, dimensions, material type and design for accuracy according to workplace procedures 1.5 Determine sketch or drawing type suitable to represent and clearly communicate design
2. Confirm information	2.1 Identify conventions and features to prepare a two-dimensional or three-dimensional sketch or drawing 2.2 Collate information and check interrelationship with construction plans 2.3 Confirm design details with relevant person according to work order or instruction
3. Prepare sketches and drawings	3.1 Select and set up appropriate drawing equipment according to workplace procedures 3.2 Sketch design and include components, assembly methods and necessary accessories 3.3 Select drawing views to present required information with minimal drawing complexity 3.4 Prepare clear and accurate sketches and drawings according to work order or job specifications, workplace procedures and industry standards 3.5 Incorporate explanatory notes within sketches and drawings 3.6 Finalise and save sketches and drawings, and provide to appropriate person according to workplace procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Numeracy	• Distinguish measurements and reference dimensions from construction plans • Apply measurements to scale during the preparation of sketches

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Skill	Description
	and drawings

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FWPCOT3303 Prepare sketches and drawings	FWPCOT3204 Prepare and interpret sketches and drawings	Retitled Application updated Elements reworded Performance Criteria re-sequenced Assessment Requirements rewritten to specify volume of Performance Evidence Knowledge Evidence updated	Equivalent

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPCOT3303 Prepare sketches and drawings

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has prepared sketches and drawings for two different timber projects from the list below:

- timber floor truss
- timber wall frame, or
- timber roof truss.

One project must be a 2-dimensional and one must be a 3-dimensional drawing.

For each project there must be evidence that the individual has:

- interpreted structural details, design and measurements from construction plans
- applied drawing conventions to the sketches and drawings, and followed relevant workplace policies and procedures for producting, retaining and supplying sketches and drawings
- prepared sketches and drawings that clearly represent intended design of project.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- types of sketches and drawings used in timber frame and truss production:
  - isometric
  - orthographic
  - oblique
  - perspective
- drawing conventions and meaning:
  - title block
  - symbols and abbreviations

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    - line types
    - dimension lines
    - hatching
    - scale
    - details
- ways of incorporating features in sketches and drawings:
    - base lines
    - datum points
    - views and projections
    - details
    - dimensions and tolerances
    - instructions and notes
    - product and production symbols
- workplace policies and procedures related to producing, saving and supplying sketches and drawings
- drawing terminology
- methods of preparing, retaining and supplying sketches and drawings:
    - manual
    - electronic.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
    - skills must be demonstrated in a timber systems design workplace or a simulated environment that accurately represents workplace conditions
- resources, equipment and materials:
    - manual or electronic drawing equipment and drawing materials
- specifications:
    - access to construction plans and specifications to inform sketches and drawings
    - access to work order or instruction detailing required projects for drawing.
- relationships:
    - person(s) to seek clarification from or confirm design details.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPCOT3304 Take off material quantities

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 6.0.

Application

This unit of competency describes the knowledge and skills required to take off material quantities and estimate costs from completed designs and specifications. It involves itemising materials and detailing material sizes and quantities for the purpose of pricing.

The unit applies to designers (timber truss and frame), production fabricators (timber truss and frame) and timber manufactured products technicians who take responsibility for organising and completing these tasks with a high degree of self-direction.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Common Technical (COT)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify materials and prepare to take off	1.1 Determine job requirements from work order, and where required, confirm with appropriate person 1.2 Identify specified materials from production plan 1.3 Select common industry materials where no specific information is provided and material is not critical to design

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.4 Estimate material quantities and express as industry standard lengths or sheet sizes, allowing for minimal wastage 1.5 Determine multiple requirements for identical material, and document total quantities
2. Compile materials list	2.1 Calculate, scale or extract physical dimensions for components from production specifications 2.2 Establish details and dimensions of components to be listed 2.3 Create a material take-off list according to workplace procedures 2.4 Categorise items and complete itemised list of all materials from production specifications 2.5 Compile and maintain detailed notes and records of material usage, and cutting and machining requirements
3. Calculate quantities and prices	3.1 Calculate and document total requirements for each line item in take-off. 3.2 Express quantities in measurement units that match item type, order and production requirements 3.3 Calculate total order costs using item rate chart 3.4 Complete and maintain accurate records of pricing according to workplace procedures 3.5 Retain records of take-off list, pricing and associated documentation

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Numeracy	• Estimate material quantities and usage for cutting and machining • Use formulas to calculate costs

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FWPCOT3304 Take off material quantities	FWPCOT3214 Take off material quantities	Application updated Elements and Performance Criteria reworded and re-sequenced Assessment Requirements updated	Equivalent

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPCOT3304 Take off material quantities

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has taken off materials for a minimum of two different timber product designs, and has:

- identified material types, quantities and dimensions from production specifications
- created a take-off list to meet job requirements and minimise waste
- calculated cost of listed materials
- completed records of all calculations, material quantities, usage and pricing.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- categories of different timber-based construction materials:
  - panels
  - sawn timber
  - laminated timber
  - timber species
  - manufactured timber
  - surface treated and finished
- timber fabrication industry standard material lengths and sheet sizes
- methods and processes used to:
  - calculate material quantities
  - minimise wastage
  - format for listing and categorising materials
- workplace policies and procedures to:
  - source cost of materials

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- prepare, document and save material quantities and pricing.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a timber product design or fabrication facility or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - access to work orders, workplace policies and procedures and relevant workplace price lists for material costs
  - digital equipment and software to calculate, compile and save take-off material lists and costing documentation, if applicable according to workplace procedures.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPCOT3305 Interpret and quote from manufactured timber product plans

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to process and prepare manual or electronic quotations from timber wall frame and timber floor and/or roof trusses product plans. It includes interpreting plan layouts and specifications to determine design, material types and material quantities to estimate costs.

The unit applies to timber truss or frame fabricators and timber systems designers who interpret plans and quote on timber and wood products and who take responsibility for organising and completing these tasks with a high degree of self-direction.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Common Technical (COT)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Interpret plans and specifications	1.1 Identify type of structure and specified design requirements from product plans and specifications 1.2 Review design options for feasibility, ease of erection, material availability and site requirements, and confirm customer design

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	preference 1.3 Identify any limitations or restrictions to specified design, and refer to engineer for clarification 1.4 Obtain additional information and data as required from appropriate person or other sources 1.5 Create functional and simple pictorial images of the project, including bracing and any additional structural support, based on design and specification requirements
2. Estimate components manually or electronically	2.1 Identify project layout, dimensions for heights, spans and spacing 2.2 Identify location of load-bearing members and clarify any specific structural or construction/erection requirements 2.3 Determine type of materials, sectional sizes and lengths to be used for the project 2.4 Select timber type and species according to suitability and availability 2.5 Determine type of ancillaries for the project, and calculate quantities according to design specifications
3. Prepare quotation	3.1 Tally figures and ensure project design, production costs and any additional fees or costs are included 3.2 Calculate total cost and review quotation for completeness and accuracy according to workplace procedures 3.3 Prepare quotation and associated documentation for presentation

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Extract design information from plan and specifications in preparation for quoting
Numeracy	• Interpret dimensions and numerical data from design plans specifications

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Skill	Description
	• Use formulas to calculate quantities, unit prices and total costing • Record precise numerical details of measurements, quantities and costs

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FWPCOT3305 Interpret and quote from manufactured timber product plans	FWPCOT3218 Quote and interpret from manufactured timber product plans	Redesigned unit using content from FWPCOT3218 Quote and interpret from manufactured timber product plans and FWPCOT3220 Quote and interpret from computerised timber manufactured product plans Retitled	Not Equivalent
FWPCOT3305 Interpret and quote from manufactured timber product plans	FWPCOT3220 Quote and interpret from computerised timber manufactured product plans	Redesigned unit using content from FWPCOT3218 Quote and interpret from manufactured timber product plans and FWPCOT3220 Quote and interpret from computerised timber manufactured product plans Retitled	Not equivalent

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPCOT3305 Interpret and quote from manufactured timber product plans

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has prepared a quotation for two different projects, each with a minimum area of 100 square metres as below:

- a timber wall frame, and
- either a timber floor truss or a timber roof truss, each of which must incorporate a minimum of two different truss types.

For each project there must be evidence that the individual has:

- conveyed technical information from plans and specifications in written, sketch or oral form
- accurately determined the size, section and length of materials manually or using a software program
- prepared and saved/filed a quotation in full
- produced and presented quotations within designated timeframes.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- building standards and codes relevant to timber floor trusses, timber roof trusses and timber wall frames:
  - spans and sectional sizes
  - load-bearing details
  - wind bracing and tie down requirements
  - relationship between component loads and supports and spans
- workplace policies and procedures relating to quoting manufacture of timber products:
  - cost inclusions

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    - calculating and formatting quotations
    - sources of material and labour costs
- common industry terminology for components of timber wall frames, roof and floor trusses
- processes, procedures and techniques of quoting:
    - methods to manually calculate quantities using tables and calculators
    - preparing and documenting computerised quotations
    - software programs to calculate quantities and costings

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
    - skills must be demonstrated in a timber systems design or fabrication facility or an environment that accurately represents workplace conditions
- resources, equipment and materials:
    - computer with building design industry and current business software programs
    - calculators
- specifications:
    - access to current building codes and standards relevant to frame and truss fabrication
    - access to workplace project quotation templates
    - access to design plans, technical specifications and notes for timber wall frames, timber roof and floor trusses on which to base a quotation
    - access to electronic or hard copy current material price lists, product description sheets or manuals

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPCOT3306 Rehabilitate tracks, quarries and landings

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to identify and plan for the rehabilitation of tracks, quarries and landings, and to conduct renovation and revegetation operations. The unit also includes the establishment of run-off and drainage channels.

The unit applies to individuals who work as forestry technicians, forestry operations supervisors, mobile plant operators, and harvesting technicians within a commercial forest environment and are responsible for rehabilitation operations.

All work must be carried out to comply with workplace procedures, according to state/territory health and safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Common Technical (COT)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for rehabilitation operations	1.1 Determine job requirements from work order or instruction, and where required, seek clarification from appropriate personnel 1.2 Confirm safety and environmental requirements according to

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	workplace procedures and regulatory and legislative information relating to the rehabilitation of the site 1.3 Identify, assess and take actions to mitigate risks and hazards associated with rehabilitation operations 1.5 Identify and report existing and potential environmental risks and hazards to relevant personnel 1.6 Consult and maintain communication with appropriate personnel to ensure that work is coordinated effectively with others in the workplace 1.7 Obtain tools and equipment needed for the work, and check for correct operation and safety 1.8 Inspect site and identify specific rehabilitation, revegetation and drainage requirements
2. Plan rehabilitation operations	2.1 Determine sequence of rehabilitation operations to ensure that resources, including people and equipment, are used efficiently and are available as required 2.2 Advise relevant personnel of impending rehabilitation operations and any disruptions that may occur, according to workplace procedures 2.3 Document the rehabilitation and revegetation works to be undertaken according to workplace procedures
3. Implement repairs to tracks, quarries and landings	3.1 Operate equipment according to manufacturer recommendations, and monitor performance to ensure efficiency and safety of operations 3.2 Remove and store any recoverable timber 3.3 Remove and dispose of any debris according to workplace procedures 3.4 Renovate tracks, quarries and landings according to rehabilitation plan, industry codes of practice, work order and workplace procedures 3.5 Establish run-off and drainage channels to approximate natural drain lines 3.6 Record and report rehabilitation outcomes according to workplace procedures

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Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret workplace documentation to determine requirements
Writing	• Use technical and workplace specific vocabulary to accurately and legibly complete workplace records and forms
Oral communication	• Select and use appropriate spoken communication strategies with work colleagues and other personnel on site • Interpret hand signals with other operators to ensure safety of rehabilitation operations
Numeracy	• Estimate quantity or amount of materials required for the rehabilitation • Estimate time for sequencing tasks and the total time for the job

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FWPCOT3306 Rehabilitate tracks, quarries and landings	FWPCOT3221 Rehabilitate tracks, quarries and landings	Updated and added new Performance Criteria Added new knowledge item Reworded Foundation Skills, Performance Evidence and Assessment Conditions	Equivalent

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPCOT3306 Rehabilitate tracks, quarries and landings

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has:

- planned and implemented one rehabilitation operation involving a track, a quarry or a landing
- followed workplace policies and procedures, current workplace health and safety legislation, regulations and related industry standards and codes of practice applicable to rehabilitation operations.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- industry standards and codes of practice and workplace requirements for performing the rehabilitation of tracks, quarries and landings
- environmental protection requirements, including the safe disposal of waste material related to rehabilitation operations
- problem identification and resolution strategies, and common fault finding techniques related to rehabilitation operations
- tools and equipment used for rehabilitation of tracks, quarries and landings, their suitability for different procedures, and their safe use and maintenance
- mathematical procedures for estimating and measuring tasks, time and resources, including calculating time to complete rehabilitation tasks
- factors to consider in planning rehabilitation operations, which may include some of the following:
  - current state of the track, quarry or landing
  - natural water flow and water courses
  - recoverable logs and equipment
  - the impact of harvesting or transportation

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    - ground slope and stability
    - damage to the environment
    - weather conditions
    - access to suitable equipment and other resources
    - safety
    - further damage that may result from renovations
    - waste disposal
- procedures for recording and reporting workplace information related to rehabilitation operations
- water run-off patterns, soil types and erosion
- workplace health and safety practices related to rehabilitation operations:
    - manual handling techniques, including shifting, lifting and carrying
    - personal protective equipment (PPE) and clothing
    - techniques for elimination of hazardous materials and substances
- plants suitable for revegetation
- rehabilitation techniques, which may include some of the following:
    - pulling out and removing construction materials
    - breaking up ramps and constructions
    - filling and ripping surfaces
    - breaking up and burying crushed rock, sand and other stabilising materials
    - spreading and compacting top soil over base materials
- techniques for managing environmental risks and hazards related to rehabilitation operations, which may include some of the following:
    - uneven and unstable ground
    - overhead and underground services
    - excavations
    - hazardous materials
    - traffic
    - insects and animals
    - fires.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
    - skills must be demonstrated in a commercial forest setting or an environment that accurately represents workplace conditions
- resources, equipment and materials:
    - tracks, quarries or landings requiring rehabilitation
    - machinery and equipment necessary for the rehabilitation operations

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  - PPE required in rehabilitation operations
  - communication system
- specifications:
  - access to workplace safety and environmental policies and procedures applicable to rehabilitation operations
  - access to workplace procedures and forms for recording rehabilitation outcomes
  - access to workplace standard operating procedures or operator manual for machinery and equipment necessary for rehabilitation operations.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPCOT3307 Create drawings using computer aided design software

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to produce various types of drawings using computer aided design software. It includes producing plans, diagrams, component details and linked materials lists.

The unit applies to timber truss or frame fabricators and engineered timber product technicians who create drawings of timber and wood products and who take responsibility for organising and completing these tasks with a high degree of self-direction.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Common Technical (COT)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for drawing	1.1 Determine job requirements from work order or fabrication plans and, where required, confirm with appropriate person 1.2 Identify types of drawings in set to be created with design software according to intended use

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.3 Select appropriate equipment, and check for operational effectiveness 1.4 Plan use of computer aided design software according to workplace procedures
2. Set up software	2.1 Identify software features that will best generate the required drawing outcomes 2.2 Customise design software variables, menus, drawing defaults and macros to suit production outcomes 2.3 Identify and apply basic drawing elements
3. Create 2D drawings	3.1 Create drawings using full capability of available software 3.2 Link drawing entities to database attributes to suit production outcomes 3.3 Create detailed views using various scales 3.4 Save files in various formats according to workplace procedures 3.5 Format linked drawing entities as material lists according to production requirements 3.6 Extract supplementary product dimension data from drawings 3.7 Record and report drawing process and equipment faults to appropriate person

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret, analyse and comprehend design software program text, symbols and abbreviations to apply relevant information to drawings

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FWPCOT3307 Create drawings using computer aided design software	FWPCOT3239 Create drawings using computer aided design systems	Application clarified Performance Criteria, Foundation Skills and Assessment Requirements updated	Equivalent

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPCOT3307 Create drawings using computer aided design software

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has created a set of drawings using a design software program for at least one timber product project, and used the software to:

- manipulate the drawing origin and entities
- modify dimension styles
- access libraries and define and utilise symbols and abbreviations
- display various scaled views
- add title block
- prepare project to printing
- produce a linked materials list.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- workplace policies and procedures relevant to using digital devices, software and creating drawings for a timber project
- capabilities, functions and processes of drawing software programs
- drawing outcomes:
  - orthographic
  - isometric
  - perspective
  - 2-dimentional (2D)
  - 3-dimentional (3D)
- drawing elements:
  - points, line angles, circles, arcs, planes, solids and figures

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    - shapes – squares, rectangles, triangles
    - bisected and divided lines
    - dimensions and hatchings
- drawing tools:
    - delete, fillet, chamfer, erase, trim/extend, break, undo and redo
    - zoom and pan
    - move, copy, rotate, mirror
    - polar and rectangular duplication
    - object snaps
    - dimension/measure/divide
    - scale
- drawing features:
    - built-in specifications
    - save
    - file import/export
    - print
- methods to:
    - set up system variables, menus and macros
    - prepare 2D drawings
    - prepare and explode detailed views
    - link drawing entities to materials lists
    - extract supplementary product dimension data from drawings
    - store and retrieve drawings and materials lists
- formats for and inclusions of materials lists according to workplace procedures.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
    - skills must be demonstrated in a timber fabrication facility or an environment that accurately represents workplace conditions
- resources, equipment and materials:
    - computers with current software programs used to produce drawings and materials lists
- specifications:
    - access to workplace product information and fabrication plans on which to base drawings
    - access to workplace materials' lists templates
    - access to workplace policies and procedures for producing drawings and documents using computers.

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Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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FWPCOT3308 Assemble timber wall frames

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to assemble construction-ready timber wall frame sections. It includes packing and strapping frames in readiness for transport to a construction site.

The unit applies to frame fabricators, timber manufactured products technicians, jig setters, machine and saw operators who take responsibility for organising and completing tasks assigned to them without close supervision.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Common Technical (COT)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for assembly	1.1 Determine job requirements from work order or fabrication plan and, where required, confirm with appropriate person 1.2 Confirm safety requirements for timber frame assembly according to workplace safety procedures 1.3 Identify type and determine quantity of material required for

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	assembly of frame according to fabrication plan 1.4 Determine type of connectors and bracing for frames according to fabrication plan 1.5 Select, fit and use appropriate personal protective equipment (PPE) 1.6 Select appropriate tools and equipment, check for serviceability, and report any faults or damage 1.7 Determine job priorities and sequence job tasks according to fabrication plan
2. Set up for timber frame assembly	2.1 Conduct pre-start check on equipment and machinery according to manufacturer instructions and workplace procedures 2.2 Prepare and set up assembly table or jigs required for assembling frames 2.3 Select pre-cut timber components and accurately position pre-cut members to align with marking or jigs 2.4 Reject and dispose of defective material according to workplace safety and environmental procedures 2.5 Use tools to firmly fix timber components within acceptable tolerances 2.6 Check frame for parallel and square, and fix specified bracing according to fabrication plan 2.7 Locate connector plates and strapping from job specification, and fix securely
3. Prepare products for despatch	3.1 Check finished product for quality and label according to work order and workplace procedures 3.2 Remove frame from jigs and safely stack in designated location 3.3 Strap, pack, label, protect from damage and pre-sling finished products ready for transportation 3.4 Minimise wastage of strapping and packaging materials and maximise use of recycled materials according to workplace environmental procedures 3.5 Record and report production outcomes and problems according to workplace reporting procedures
4. Clean up	4.1 Clean work area and recycle, reuse or dispose of waste according

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	to workplace environmental procedures 4.2 Clean and maintain tools, equipment and machinery, and report any faults or damage according to workplace procedures 4.3 Return and safely store tools and equipment in designated areas

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Oral communication	• Report problems, faults or damage clearly and concisely using appropriate terminology

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FWPCOT3308 Assemble timber wall frames	FWPCOT3241 Assemble timber wall frames	Application clarified Elements renamed Performance Criteria re-sequenced Foundation Skills and Assessment Requirements updated	Equivalent

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPCOT3308 Assemble timber wall frames

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has assembled a minimum of 50 lineal metres of timber wall frames that include:

- load-bearing and non-load-bearing frames
- internal, external corners and T-intersections
- strapping, packing, labelling and pre-slinging completed products ready for despatch.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- workplace quality requirements relevant to assembling timber wall frames
- workplace environmental policy and procedures for disposing of, recycling and reusing waste materials
- workplace safety requirements relevant to assembling timber wall frames:
  - safe operation of machinery, tools and equipment
  - exposure to excessive noise
  - hazardous manual tasks
  - hazard identification and controls
  - use of personal protective equipment (PPE)
  - exposure to dust
- processes, procedures and techniques for:
  - flow of material supply in and out of the wall frame assembly area
  - assembly sequences using a jig or assembly table
  - stacking and storing materials
  - labelling products for identification and transportation

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    - stacking, binding and protecting finished products ready for despatch
    - workplace communication and reporting lines
    - recording and reporting assembly outcomes and equipment faults
- functional and operational features of tools, equipment and machinery:
    - measuring and marking equipment
    - electric circular saws
    - docking saws
    - drills
    - assembly jigs
    - assembly table
    - staple and nail guns
    - compressor or compressed air supply
    - strapping equipment
- characteristics, properties and limitations of timber products and components:
    - hardwood, softwood and manufactured timber products
    - metal connector plates and straps
- timber defects:
    - warp
    - wane
    - cupping
    - shakes
    - insect defects
    - knots
    - resin pockets
- industry terminology related to timber wall assembly:
    - studs
    - top and bottom plates
    - lintels
    - trimmers
    - nogging
    - bracing
- typical assembly faults triggering correction to ensure product quality:
    - incorrectly positioned joints
    - timber splits from nailing
    - incorrectly positioned hardware.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

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- physical conditions:
  - skills must be demonstrated in a timber frame fabrication facility or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - timber products and components to assemble timber frames
  - equipment, tools and machinery to assemble wall frames and finalise frames for despatch
- specifications:
  - access to work order or fabrication plan detailing frame assembly to be undertaken
  - access to workplace safety and environmental policies and procedures applicable to assembling timber wall frame
- relationships:
  - supervisor or team member.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPCOT3309 Assemble timber roof trusses

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to plan, set up and assemble timber roof trusses using a truss jig or computer-operated truss table. It includes the operation and control of a truss press.

The unit applies to truss fabricators, truss press operators, timber manufactured products technicians, jig setters, machine operators or saw operators who take responsibility for organising and completing tasks assigned to them without close supervision.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Common Technical (COT)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for assembly	1.1 Determine job requirements from work order or fabrication plan and, where required, confirm with appropriate person 1.2 Confirm safety requirements for timber roof truss assembly according to workplace safety procedures 1.3 Identity type and determine quantity of material required for

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	assembly of roof trusses according to fabrication plan 1.4 Determine type of nail plates and components required according to specifications or fabrication plan 1.5 Select, fit and use personal protective equipment (PPE) 1.6 Select appropriate tools and equipment and check for serviceability and report and faults for damage 1.7 Determine job priorities and sequence job tasks according to fabrication plan
2. Set up for timber roof truss assembly	2.1 Prepare, set up and adjust assembly table or jigs to specified roof truss pattern configuration 2.2 Select and position pre-cut material to include webs, overhang and other design requirements 2.3 Discard defective or unsuitable components according to workplace procedures 2.4 Clamp components in jigs, and check for fit and allowable tolerances 2.5 Select and positon steel nail plates accurately over joints according to fabrication plan
3. Control pressing operations	3.1 Conduct a pre-operation check on truss press equipment according to manufacturer instructions and workplace procedures 3.2 Carry out inspection of initial truss to ensure all nail plates fixed according to fabrication plan 3.3 Coordinate and operate truss-pressing operations and confirm finished product complies with fabrication plan or work order
4. Prepare products for despatch and report	4.1 Label roof truss according to workplace procedures 4.2 Remove components from assembly table or jigs and safely stack in designated location 4.3 Strap and pack finished products ready for transportation 4.4 Minimise wastage of strapping and packaging materials and maximise use of recycled materials 4.5 Record and report production outcomes and problems according to workplace reporting procedures
5. Clean up	5.1 Clean work area and recycle, reuse or dispose of waste according

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	to workplace environmental procedures 5.2 Clean and maintain tools, equipment and machinery, and report any faults or damage according to workplace procedures 5.3 Return and safely store tools and equipment in designated areas

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Writing	• Label trusses using clear and legible writing

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FWPCOT3309 Assemble timber roof trusses	FWPCOT3242 Lay up timber roof trusses	Redesigned unit using content from FWPCOT3242 Lay up timber roof trusses and FWPCOT3243 Operate a truss press Re-titled Reworded and added Elements and Performance Criteria Assessment Requirements reworded	Not Equivalent

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FWPCOT3309 Assemble timber roof trusses	FWPCOT3243 Operate a truss press	Redesigned unit using content from FWPCOT3242 Lay up timber roof trusses and FWPCOT3243 Operate a truss press Re-titled Reworded and added Elements and Performance Criteria Assessment Requirements reworded	Not Equivalent

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPCOT3309 Assemble timber roof trusses

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has on at least one occasion:

- assembled a minimum of two of the following:
  - standard type truss
  - truncated standard truss
  - girder truss
  - truncated girder
  - jack truss
  - gable truss
  - saddle/valley truss
- set up and operated a truss press
- labelled, strapped, packed and protected products ready for despatch.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- workplace quality requirements relevant to assembling timber roof trusses
- workplace environmental policy and procedures for disposing of, recycling and reusing waste materials
- workplace safety requiements relevant to assembling timber roof trusses:
  - safe operation of machinery and equipment
  - exposure to excessive noise
  - hazardous manual tasks
  - hazard identification and controls
  - use of personal protective equipment (PPE)

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    - exposure to dust
- typical timber defects and impact on the finished product:
    - warp
    - wane
    - cupping
    - shakes
    - insect defects
    - knots
    - resin pockets
- processes, procedures and techniques for:
    - flow of material supply in and out of the roof truss assembly area
    - use of assembly componentry
    - assembly sequences and jig and press operation
    - stacking and storing materials
    - labelling products for identification and transportation
    - stacking, binding and protecting finished products ready for despatch
    - workplace communication and reporting lines
    - recording and reporting assembly outcomes and equipment faults
- truss types:
    - standard
    - truncated standard
    - girder truss
    - truncated girder
    - jack truss
    - gable truss
    - saddle/valley truss
- functional and operational features of tools, equipment and machinery for roof truss assembly:
    - electric circular saws
    - docking saws
    - drills
    - staple and nail guns
    - compressor or compressed air supply
    - nail plate presses
    - measuring and marking equipment
    - truss assembly tables
    - assembly jigs
    - strapping equipment
- range of industry standard lengths, cross sections and tolerances and applicable terminology relating to roof trusses

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- typical assembly faults triggering correction to ensure product quality:
  - incorrectly positioned joints
  - timber splits from nailing
  - incorrectly positioned connector plates/straps.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a timbre truss fabrication facility or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - timber products and connector plates
  - assembly tables or jigs to assemble timber roof trusses
  - truss press
- specifications:
  - access to work order or fabrication plan detailing truss assembly to be undertaken
  - access to workplace safetly and environmental policies and procedures applicable to assemblong timber roof trusses
- relationships:
  - supervisor or team member.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPCOT3310 Prepare timber or related products to meet import/export compliance requirements

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to ensure timber or related products meet compliance requirements for import/export. The unit includes reviewing existing workplace procedures for timber import/export for compliance with regulatory requirements, checking that import/export timber meets biosecurity requirements, and completing compliance documentation.

The unit applies to individuals who assess timber for import/export requirements in a variety of work settings, including:

- timber harvesting
- sawmill
- woodchip mill
- veneer mill
- board/plywood mill
- timber and wood products production
- timber and wood products sales and service.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Common Technical (COT)

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Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Review workplace procedures for compliance with regulatory requirements for the import/export of timber and related products	1.1 Identify legal requirements for the import/export of timber and related products 1.2 Identify biosecurity requirements for the import/export of timber and related products and the types and consequences for breaches of these requirements 1.3 Examine workplace procedures to determine compliance with legal and biosecurity requirements for import/export timber or related products 1.4 Report potential breaches of legal and biosecurity requirements according to workplace procedures
2. Check import/export timber or related products for compliance with biosecurity requirements	2.1 Identify import/export timber or related products and any associated documentation 2.2 Assess properties of import/export timber or related products to determine risk of fungal disease and insect pests 2.3 Examine timber or related products to identify potential biohazards associated with the particular species and undertake a risk assessment according to workplace procedures 2.4 Determine the need to treat import/export timber or related products, and arrange required treatments according to workplace procedures and regulatory requirements 2.5 Establish the need for phytosanitary certification for import/export timber or related products, and arrange appropriate certification, if required
3. Complete compliance requirements	3.1 Complete and check branding and labelling of timber or related products according to workplace procedures and regulatory requirements 3.2 Obtain forest certification records and forward to relevant authorities according to workplace procedures and regulatory requirements 3.3 Complete and submit compliance records and reports according to workplace procedures and regulatory requirements 3.4 Report potential breaches of compliance requirements according to workplace procedures

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Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Identify, analyse and evaluate complex textual information to determine legislative and regulatory requirements, trends and outcomes
Writing	• Prepare documentation using format and language appropriate to context, organisational requirements and audience
Oral communication	• Present information and seek advice using language appropriate to audience • Participate in discussions using listening and questioning to elicit advice and to clarify or confirm understanding
Numeracy	• Calculate numerical information relating to time

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FWPCOT3310 Prepare timber or related products to meet import/export compliance requirements	FWPCOT3250 Prepare timber to meet import/export compliance requirements	Title amended Minor changes to Application Reworded Elements and Performance Criteria Updated Foundation Skills, Performance Evidence and Assessment Conditions	Equivalent

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPCOT3310 Prepare timber or related products to meet import/export compliance requirements

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has prepared two consignments of timber or related products for either import or export, and has:

- checked and taken all necessary actions to ensure that timber for import/export complied with legal and biosecurity requirements
- correctly prepared all required compliance documentation for the import/export of the two consignments of timber or related products.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- regulations, standards and codes of practice for identifying import and export requirements of timber and related products, including knowledge of customs and biosecurity requirements
- workplace requirements, policies and procedures for identifying import and export requirements of timber and related products
- timber species identification techniques
- wood properties and how these relate to fungal and insect risks associated with importing/exporting timber
- range of timber treatments meeting biosecurity requirements
- branding and labelling requirements to ensure compliance
- forest certification systems and chain of custody procedures
- established communication channels and protocols
- workplace procedures for recording and reporting records and information.

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Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a workplace location or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - timber for import or export
  - computing facilities for accessing online documentation and preparation of compliance documentation
- specifications:
  - access to work order or instruction detailing timber import/export activities to be carried out by operator
  - access to workplace policies and procedures, regulations and related industry standards and codes of practice applicable to timber import/export
  - access to workplace procedures and forms for recording compliance of timber import/export and reporting breaches.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPCOT3311 Use environmental care procedures to undertake fire salvage operations

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to undertake tree salvaging following forest fires in line with a salvage plan that incorporates environmental protection and sustainability principles.

The unit applies to individuals who work as forestry workers, harvesting technicians and mobile equipment operators as part of forestry, conservation and land management, local government, emergency services and other government agency operations and are involved in fire salvage operations.

All work must be carried out to comply with workplace procedures, according to state/territory health and safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Common Technical (COT)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for fire salvage operations	1.1 Determine job requirements from work order or instruction in relation to salvage schedule, and where required, seek clarification from appropriate personnel 1.2 Confirm safety, environmental care and cultural heritage protection requirements according to workplace procedures 1.3 Identify, assess and take actions to mitigate risks and hazards associated with fire salvage operations 1.4 Identify and report existing and potential environmental risks and hazards to relevant personnel 1.5 Identify and confirm preliminary site work and operational activities 1.6 Assess tree location and stability for conditions likely to affect safety and merchandising priorities 1.7 Confirm planning permits and access permission 1.8 Consult and maintain communication with team members and other appropriate personnel to ensure that work is coordinated effectively with others in the workplace 1.9 Obtain tools and equipment needed for the work, and check for correct operation and safety 1.10 Select, fit and use personal protective equipment
2. Perform fire salvage operations	2.1 Monitor movement and whereabouts of others on site 2.2 Undertake pre-harvesting environmental care requirements according to salvage plan and workplace procedures 2.3 Salvage designated trees according to salvage plan 2.4 Disperse or handle heads and non-merchantable stems according to work order 2.5 Haul logs to logs landings and ensure landscape is left in safe condition suitable for regeneration

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
3. Complete documentation	3.1 Tally and record product volumes from salvage site 3.2 Report variations according to workplace procedures 3.3 Record and report operations and environmental care procedures according to workplace procedures 3.4 Report breaches or potential breaches of relevant environmental regulations according to workplace procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret workplace documentation to determine requirements
Writing	• Use technical and workplace specific vocabulary to accurately and legibly complete workplace records and forms
Oral communication	• Select and use appropriate spoken communication strategies with work colleagues and other personnel on site • Interpret hand signals with other operators to ensure safety of salvage operations
Numeracy	• Complete routine calculations and report on size, length and diameter of salvaged trees

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FWPCOT3311 Use environmental care procedures to undertake fire salvage operations	FWPCOT3252 Use environmental care procedures to undertake fire salvage operations	Merged Elements Minor updates to Knowledge Evidence Updated Foundation	Equivalent

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Code and title current version	Code and title previous version	Comments	Equivalence status
		Skills, Performance Evidence and Assessment Conditions	

Links

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Assessment Requirements for FWPCOT3311 Use environmental care procedures to undertake fire salvage operations

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has:

- applied environmental care procedures in undertaking one fire salvage operation
- followed workplace policies and procedures, current workplace health and safety legislation, regulations and related industry standards and codes of practice applicable to fire salvage operations.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- workplace regulations, standards, codes of practice and established safe practices for using environmental care procedures to undertake fire salvage operations
- legislative, standard certification or management requirements relating to:
  - soil erosion mitigation
  - track, road, drainage and crossing maintenance
  - weed management
  - rehabilitation prescriptions
  - watercourse protection
  - flora and fauna management
  - run-off minimisation
  - buffer zone and filter strip maintenance
  - protection of remnant habitat
  - identification of cultural sites
- environmental protection, cultural heritage protection and sustainability principles related to fire salvage operations

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- characteristics of trees and timber defects
- criteria for assessment of fire damaged trees:
  - stability
  - safety
  - merchantability
  - appropriate felling technique
- techniques, operations and strategies used to undertake fire salvage
- harvesting and extraction methods related to fire salvage operations
- communication channels and protocols, including notification to authorities, used during fire salvage operations
- problem identification and resolution strategies in relation to plant and equipment used in salvage operations
- procedures for recording and reporting workplace information related to fire salvage operations.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in the workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - tools and equipment required for fire salvage operations
  - a treed area suitable for salvage operations
  - personal protective equipment required in fire salvage operations
  - communication system
- specifications:
  - access to workplace safety and environmental policies and procedures applicable to fire salvage operations
  - access to site emergency procedure
  - access to workplace procedures and forms for recording and reporting operations and breaches of relevant environmental regulations
  - access to workplace standard operating procedures or operator manual for chainsaws.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPCOT3312 Implement environmentally sustainable work practices in the work area/work site

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to assess the environmental sustainability and efficiency of existing workplace practices, identify opportunities for improvement, develop and implement environmental sustainability and resource efficiency improvement plans, and monitor the impact of environmental sustainability and resource efficiency measures.

The unit applies to individuals who work in a wide range of roles across all forest industry sectors and are required to implement environmentally sustainable work practices within their work area.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Common Technical (COT)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Examine environmental sustainability of current	1.1 Source information on systems and tools for assessing environmental sustainability and the efficiency of resource use in the workplace

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
work practices	1.2 Assess the environmental sustainability of current work practices and the efficiency of resource use in the workplace 1.3 Investigate and document current purchasing strategies 1.4 Identify areas in the workplace in which environmental sustainability and resource use efficiency could be improved
2. Establish an environmental sustainability and resource efficiency improvement plan	2.1 Seek input from stakeholders, appropriate personnel and specialists on ways of improving environmental sustainability and resource use efficiency according to workplace procedures 2.2 Evaluate options for improving environmental sustainability and resource use efficiency in the workplace, and communicate to appropriate personnel 2.3 Set environmental sustainability and resource efficiency targets 2.4 Develop an environmental sustainability and resource efficiency improvement plan for the workplace
3. Implement environmental sustainability and resource efficiency improvement plan	3.1 Source appropriate techniques and tools to assist in achieving environmental sustainability and resource efficiency targets 3.2 Integrate the environmental and resource efficiency improvement plan with other operational activities 3.3 Seek suggestions and ideas about environmental sustainability and resource efficiency management from appropriate personnel and stakeholders, and implement where appropriate
4. Monitor performance	4.1 Document progress towards achieving environmental sustainability and resource efficiency targets, and communicate to appropriate personnel and stakeholders 4.2 Review targets and environmental sustainability and resource efficiency improvement plan according to workplace procedures 4.3 Set new efficiency targets and apply new tools and strategies where appropriate 4.4 Promote successful strategies and, where possible, reward participants

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Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret workplace documentation to determine requirements
Writing	• Use technical and workplace specific vocabulary to accurately and legibly complete and maintain workplace records and forms
Oral communication	• Select and use appropriate spoken communication strategies with work colleagues and other personnel on site
Numeracy	• Interpret and analyse charts, flowcharts and graphs

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FWPCOT3312 Implement environmentally sustainable work practices in the work area/work site	FWPCOT3254 Implement environmentally sustainable work practices in the work area/work site	Updated Application Reworded Elements Minor changes to Performance Criteria Added new knowledge item Updated Foundation Skills, Performance Evidence and Assessment Conditions	Equivalent

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPCOT3312 Implement environmentally sustainable work practices in the work area/work site

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has planned, implemented and monitored the outcomes of one environmental sustainability and resource efficiency improvement plan in a real or simulated workplace.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- environmental protection requirements related to a workplace:
  - safe disposal of waste material
  - safe use and storage of chemicals
  - minimisation of carbon emissions and noise
  - cleaning of plant, tools and equipment
  - care of surrounding environment
- workplace standards, requirements, policies and procedures associated with environmentally sustainable work practices:
  - environmental risks and hazards
  - procedures for minimising environmental impact
  - using energy effectively and efficiently
  - using material effectively and efficiently
  - environmental and resource use efficiency issues specific to industry practices
- sources of information on systems and tools for assessing environmental sustainability and the efficiency of resource use in the workplace.

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Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in the workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - systems and tools for assessing environmental sustainability and the efficiency of resource use in the workplace
- specifications:
  - access to workplace environmental policies and procedures applicable to environmental sustainability and resource efficiency
  - access to workplace procedures and forms for recording environmental sustainability and resource efficiency information.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPCOT3313 Apply biodiversity protection principles

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to access, interpret and apply biodiversity principles and requirements to forestry operations, including monitoring work practices for compliance, and maintaining forest documentation and records.

The unit applies to individuals whose work involves ensuring biodiversity protection in operational forest environments.

All work must be carried out to comply with workplace procedures, according to state/territory health and safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Common Technical (COT)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for work	1.1 Determine biodiversity protection requirements for forestry work from work order or instruction, and where required, seek clarification from appropriate personnel 1.2 Confirm regulatory requirements for the application of

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	biodiversity protection principles for various forest types according to workplace procedures 1.3 Identify sensitive ecological and biodiversity sites, habitats, landscape features and protection zones in the forest operational plan and maps 1.4 Identify, assess and take actions to mitigate risks and hazards associated with biodiversity protection operations 1.5 Identify and report existing and potential environmental risks and hazards to relevant personnel 1.6 Consult and maintain communication with team members and other appropriate personnel to ensure that work is coordinated effectively with others in the workplace
2. Implement biodiversity protection principles in work practice	2.1 Identify endangered plant and animal communities, threatened species, ecological habitats, sensitive landscape features and protection zones in the field 2.2 Identify and report existing and potential ecological risks and hazards 2.3 Apply protection measures for endangered plants and animal communities, threatened species, ecological habitats and sensitive landscape features and protection zones according to codes of practice and operational plan 2.4 Select, apply and verify protection zone methods and materials with appropriate personnel 2.5 Identify situations requiring specialist advice and seek assistance according to workplace requirements
3. Monitor work practices for compliance with biodiversity protection principles	3.1 Monitor and make recommendations to adjust work practices to meet biodiversity principles according to workplace procedures 3.2 Make recommendations on ways of adjusting work practices to respond to new or changing ecological and biodiversity conditions 3.3 Monitor and maintain ecological and biodiversity protection work practices according to codes of practice and operational plan 3.4 Identify and report work practices that are non-compliant with biodiversity protection principles to appropriate personnel 3.5 Identify and make recommendations on ways of improving work practices to enhance biodiversity protection

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
4. Maintain records	4.1 Update operational plans with any new threatened species or habitat protection prescriptions 4.2 Record and report biodiversity protection activities to appropriate personnel

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret workplace documentation, including legislation, codes of practice and reports to determine requirements
Writing	• Use technical and workplace specific vocabulary to accurately and legibly complete workplace records and forms
Oral communication	• Select and use appropriate spoken communication strategies with work colleagues and other personnel on site
Numeracy	• Complete routine calculations to report on location and dimensions of biodiversity protection operations • Interpret graphical information on number, location and extent of endangered communities, threatened species, ecological habitats, sensitive landscape features and protection zones in the field

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FWPCOT3313 Apply biodiversity protection principles	FWPCOT3256 Apply biodiversity protection principles	Clarified Application Updated and added new Performance Criteria Updated Foundation Skills, Performance Evidence and Assessment	Equivalent

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Code and title current version	Code and title previous version	Comments	Equivalence status
		Conditions	

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPCOT3313 Apply biodiversity protection principles

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has:

- implemented biodiversity protection procedures in an operational forest on one occasion
- followed workplace policies and procedures, current legislation, regulations and related industry standards and codes of practice applicable to biodiversity protection in operational forest environments
- monitored work practices in one operational forest for consistency with biodiversity principles, and made at least one recommendation on ways of improving work practices to enhance biodiversity protection.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- applicable regulatory and legal requirements that affect forest operations in relation to ecological and biodiversity protection:
  - Environment Protection and Biodiversity Conservation Act 1999 (the EPBC Act)
  - Threatened Species Conservation Act
  - Native Vegetation Act
  - native forest legislation
  - private native forest codes
  - forest operational plans
  - environmental legislation, policy and procedures
  - environmental planning and assessment
  - specific site environmental management plans
  - relevant codes of practice
  - water catchment management

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  - surface and ground water conservation requirements
  - relevant Australian standards and industry standards
  - hazard reduction policy and procedures
  - plantation legislation
  - plantation and reforestation code
  - fisheries and fish passage
  - national parks and wildlife legislation
  - good neighbour policies
  - award and organisational agreements
  - heritage and traditional landowner
  - forest certification (Responsible Wood Certification Scheme and Australian Forestry Standard (AFS) certification)
- types or range of forest operational plans:
  - forest operations plan
  - harvesting plan
  - plantation establishment plan
  - coupe plan
  - roading plan
  - drainage plan
  - sediment and erosion control plan
- habitats, including any area or region local animals, plants or organisms may live or rely upon for food, water, shelter or breeding purposes:
  - habitat plants and trees (*specific species, burrow, food, roost and nest)*
  - recruitment trees
  - standing trees with hollows (dead and alive)
  - stags with roost sites
  - hollow logs
  - rocky outcrops
  - rock overhangs
  - caves
  - soil mounds
  - creeks, springs or river banks
  - sheltered valleys or canyons
  - wetlands
- any other site, feature or zone listed as habitat or potential habitat
- threatened and endangered plant and animal species
- protection zones and protection zone methods where operational conditions are varied by prescriptions for the management of ecological and biodiversity values:
  - buffer zones
  - filter strips

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    - riparian protection areas
    - exclusion zones
    - conservation management plan
- regulations, standards, codes of practice and established safe practices for ecological and biodiversity protection
- established communication channels and protocols for compliance with biodiversity protection principles
- procedures for recording and reporting workplace information related to biodiversity protection activities.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
    - skills must be demonstrated in operational forest environments or an environment that accurately represents workplace conditions
- resources, equipment and materials:
    - personal protective equipment
    - communication system
- specifications:
    - access to workplace policies and procedures applicable to biodiversity protection operations
    - access to forest operational plans
    - access to workplace procedures and forms for recording biodiversity protection activities.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPCOT3314 Comply with soil and water protection

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to carry out soil erosion and sediment control works and pollution prevention measures in forestry operations and other work environments.

The unit applies to individuals who work as forestry technicians, nursery technicians, forestry operations supervisors, tree planters, silviculturists, arboriculture technicians and mobile equipment operators to implement erosion, sediment control and pollution prevention measures in a variety of work settings, including in forest, horticultural, domestic, local council and emergency services environments.

All work must be carried out to comply with workplace procedures, according to state/territory health and safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Common Technical (COT)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for work	1.1 Determine soil and water protection requirements for the work

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	from work order or instruction and, where required, seek clarification from appropriate personnel 1.2 Identify, assess and take actions to mitigate safety risks and hazards associated with soil and water protection operations 1.3 Identify and report existing and potential environmental risks and hazards to relevant personnel 1.4 Consult and maintain communication with team members and other appropriate personnel to ensure that work is coordinated effectively with others in the workplace 1.5 Select tools, equipment and machinery needed for the work, and check for correct operation and safety
2. Conduct erosion and other pollutant control measures	2.1 Identify soil characteristics, weather conditions, environmental features and other factors likely to influence soil and water protection measures 2.2 Apply erosion, sediment and other pollution control measures when conducting the work according to forest operational plans 2.3 Identify situations requiring specialist advice, and seek assistance 2.4 Document and report work activities according to workplace procedures
3. Monitor work practices that impact on soil and water conditions	3.1 Monitor and make recommendations to adjust work practices to meet changing soil and water conditions 3.2 Monitor and maintain soil erosion and sediment control works and pollution prevention measures according to workplace requirements 3.3 Identify and report work practices that are non-compliant with soil and water protection requirements to appropriate personnel 3.4 Identify and make recommendations on ways of improving work practices to enhance soil and water protection 3.5 Make recommendations for updating forest operational plan and workplace procedures to enhance soil and water protection as required

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Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret workplace documentation, including legislation, codes of practice and reports to determine requirements
Writing	• Use technical and workplace specific vocabulary to accurately and legibly complete workplace records and forms for soil and water protection operations
Oral communication	• Select and use appropriate spoken communication strategies with work colleagues and other personnel on site
Numeracy	• Complete routine calculations to report on location and dimensions of soil and water protection operations • Interpret graphical information on soil and water conditions

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FWPCOT3314 Comply with soil and water protection	FWPCOT3258 Comply with soil and water protection	Clarified Application Updated and added new Performance Criteria Deleted Element and incorporated its Performance Criteria Updated Foundation Skills, Performance Evidence and Assessment Conditions	Equivalent

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPCOT3314 Comply with soil and water protection

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has:

- implemented either a soil or a water protection procedure in an operational work setting on one occasion
- followed workplace policies and procedures, current legislation, regulations and related industry standards and codes of practice applicable to soil and water protection operations
- monitored work practices in one operational work setting for consistency with soil and water protection requirements and made at least one recommendation on ways of improving work practices to enhance soil and water protection.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- regulations, standards, codes of practice and established safe practices for soil and water protection procedures
- applicable regulations from all levels of government that affect operations in relation to soil and water protection:
  - regional agreements
  - relevant codes of practice
  - operational plans
- workplace standards, requirements, policies and procedures relevant to soil and water protection
- techniques and measures relevant to erosion mitigation:
  - walk-over techniques
  - minimal disturbance techniques
  - crown and cross fall drainage

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  - cross bank drainage
  - relief culverts on roads
  - mitre and table drains on roads
  - armouring/gravelling of roads
  - crossing and draining surfaces
  - batter stabilisation
  - contour banks and channels
  - gabions
  - sediment basins
  - riparian buffer zones
  - outlet protection structures
  - revegetation
- factors that are likely to influence soil and water protection measures:
  - track and road maintenance
  - drainage structures
  - setting of contour lines
  - slope measurement techniques
  - boundaries and survey markers
  - site preparation techniques
  - site cultivation techniques
  - disposal of logging waste materials
  - windrowing placement and techniques
  - tree selection and felling techniques
  - log dump locations and techniques
  - log extraction and haulage techniques
  - clearing techniques
  - soil types
- environmental features that can be adversely affected if soil erosion occurs, or if inundated with sediment of other pollutants:
  - trees, understorey and other vegetation
  - drainage lines and drainage depressions
  - water course, creeks and rivers
  - lakes, swamps and wetlands
  - aquatic species
  - steep slopes
  - caves
  - historic and cultural heritage sites
  - road and water supply infrastructure
- other pollution control measures:
  - fuel containment barriers

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  - chemical spillage barriers
  - containment and removal of work waste, rubbish litter and human waste
- risks and hazard identification relevant to soil and water protection
- established communication channels and protocols for compliance with soil and water protection
- procedures for recording and reporting workplace information related to soil and water protection activities.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in the workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - tools, equipment and machinery required for soil and water protection operations
  - personal protective equipment used in soil and water protection operations
  - communication system
- specifications:
  - access to workplace policies and procedures applicable to soil and water protection operations
  - access to operational plans
  - access to access to workplace procedures and forms for recording soil and water protection activities.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPCOT3315 Transport forestry logs using trucks

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to drive log trucks to and from forest harvesting sites, facilitate log loading and unloading, and deliver logs to their destination.

The unit applies to individuals who transport logs by driving heavy log vehicles in a variety of work settings, including forest environments, landings, log dumps, sawmills, wood chip mills, veneer mills, and board/plywood mills.

All work must be carried out to comply with workplace procedures according to state/territory health and safety and chain of responsibility regulations, legislation and standards that apply to the workplace.

Licensing requirements apply to this unit. Users are advised to check with the relevant regulatory authority.

Pre-requisite Unit

Nil

Unit Sector

Common Technical (COT)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare to transport logs	1.1 Determine job requirements from work order and schedules and, where required, seek clarification from appropriate personnel 1.2 Confirm safety and environmental protection requirements for

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	the task according to workplace procedures and chain of responsibility obligations 1.3 Identify, assess and take actions to mitigate risks and hazards associated with driving log trucks according to regulatory requirements and industry code of practice 1.4 Obtain coupe map to identify forest harvesting site, truck entry, access and exit tracks and loading areas 1.5 Determine required truck configuration to meet work order and loading and stability requirements, and confirm availability of truck and ancillary equipment or breach of requirements according to workplace procedures 1.6 Participate in audits of loads for compliance with regulatory requirements for driving hours, load limits and dimensions as required 1.7 Consult and maintain communication with team members and other appropriate personnel to ensure that work is coordinated effectively with others in the workplace 1.8 Select, fit and use personal protective equipment 1.9 Conduct pre-start-up checks, load restraint equipment and tag out and report any observed component wear or failure to the appropriate personnel for repair or replacement
2. Plan route	2.1 Select route and coupe entry and exits points to ensure efficient, safe and legal movement of logs, and compliance with environment protection procedures 2.2 Confirm selected route complies with height, width, overhang and load limits of road infrastructure and environmental constraints 2.3 Estimate time required to transport logs, and account for fatigue management guidelines 2.4 Confirm route, timing and coupe entry and exit points with appropriate personnel
3. Support log loading and load construction	3.1 Access site and determine safe manoeuvring approach for loading area with worksite personnel 3.2 Position truck in designated safe zone to avoid hazards and maximise load safety and security while loading 3.3 Communicate with loader, from a designated safe zone, to assist with the placement of the logs on the vehicle to achieve the required

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	crowning angle 3.4 Communicate the remaining payload capacity and weight distribution with the loader from a designated safe zone 3.5 Check that maximum permissible axle masses and total combination mass are not exceeded 3.6 Check log placement for vertical containment before applying restraints 3.7 Monitor loading and remotely communicate, from a designated safe zone, to the loader any adjustments required to log positioning to prevent stanchion damage 3.8 Discuss any concerns about the positioning and/or size of the selected logs with the loader, and adjust if required
4. Secure logs prior to transport	4.1 Secure load with load restraint system for type and size of load according to industry guidelines, code of practice and transport regulatory requirements 4.2 Re-tension manual restraint equipment as required to ensure the pre-tension is maintained, particularly as the load settles 4.3 Use tensioning systems according to manufacturer recommendations 4.4 Clean the trailer, tyres and the exterior of the load, if loaded, to remove debris before driving 4.5 Fit overhang warning devices and signage to load to comply with transport regulatory requirements
5. Transport logs	5.1 Transport logs on planned or modified route, considering conditions, road surfaces and fatigue management practices 5.2 Monitor condition of tracks and roads, and report unexpected ground, water, vegetation and other environmental conditions to appropriate personnel 5.3 Drive truck legally and safely using primary and subsidiary controls appropriate to conditions 5.4 Monitor truck gauges and warning devices to detect and respond to operating faults and ensure operational safety 5.5 Communicate with other drivers and road users to inform location and potential hazards 5.6 Conduct periodic load safety checks and re-tension load

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	according to road conditions, workplace procedures, industry code of practice and regulatory requirements 5.7 Keep communication channels open to ensure location is known at all times to allow for emergency assistance
6. Facilitate log unloading	6.1 Complete site inductions and establish safe manoeuvring approach for unloading area with worksite personnel 6.2 Follow site personnel directions to manoeuvre and park truck to avoid site and equipment hazards 6.3 Shut down and secure truck in identified safe unloading zone 6.4 Inspect load for log movement and make provisions to support logs requiring difficult control during release 6.5 Release load securing devices in correct sequence for truck, trailer and load configuration and in line with site safe unloading procedures 6.6 Make truck, trailer and ancillary equipment safe for return journey to coupe 6.7 Record and report log haulage process, near miss incidents and truck operating faults to appropriate personnel according to workplace procedure

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret routine workplace health and safety instructions and signage to determine requirements
Writing	• Use technical and workplace specific vocabulary to accurately and legibly complete workplace records and forms
Oral communication	• Ask questions and actively listen to clarify contents of workplace documentation • Give clear and sequenced information and ask clarifying questions when coordinating tasks with team members and

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Skill	Description
	others
Numeracy	• Complete calculations against regulatory specifications of heights, widths and weights of loads and transportation distances, times and rest periods • Interpret truck gauges and warning devices • Record numerical data involving distances, times, weights and dimensions

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FWPCOT3315 Transport forestry logs using trucks	FWPCOT3261 Transport forestry logs using trucks	Unit updated to match skill and knowledge requirements outlined in the industry Code of Practice Clarified Application Deleted and added a new Performance Criteria Updated Knowledge Evidence, Foundation Skills, Performance Evidence and Assessment Conditions	Not Equivalent

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPCOT3315 Transport forestry logs using trucks

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has:

- planned and completed log haulage according to an individual work order and transport schedule of one mixed small load of logs and one similar large load of logs
- completed reports on the log haulage, near miss incidents and truck operating faults for each haulage operation.

In conducting this work, the individual has followed workplace policies and procedures, current workplace health and safety legislation, regulations and related industry standards and codes of practice applicable to transporting forestry logs using trucks.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose and content of applicable Commonwealth, state or territory transport regulations for driving heavy logging vehicles, with particular emphasis on load limits, allowable dimensions, driving hours, fatigue management and required rest breaks
- applicable fall from heights regulations and compliance requirements
- environmental protection practices relevant to driving heavy logging trucks to minimise:
  - fuel consumption
  - emissions
  - noise
  - damage to soil, water and other aspects of habitat
- key features of site conditions and effects on driving heavy logging trucks:
  - sealed and unsealed roads and tracks
  - ground slope

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  - ground hazards and obstacles
  - wind and dust
  - fog and rain
- common safety hazards and risks associated with log haulage as outlined in industry code of practice methods used to assess vehicle condition and complete pre-start checks
- load construction practices used to eliminate or minimise risks as outlined in industry code of practice:
  - stanchion engagement and/or containment to prevent log loss in the event of limited load movement
  - load crowning and its relationship to load restraint
  - distribution of butts within the load and the effect on the load restraint and vehicle stability
  - distribution of weight across the load and the effect on the load restraint and vehicle stability
  - maximum permissible dimensions and masses including combination and axle
  - debris management and prevention of on-road projectiles
- load restraint practices used to eliminate or minimise risks as outlined in industry code of practice:
  - National Regulation Performance Standards for heavy vehicles (mass, dimension and loading) and their relationship to load restraint
  - principles of clamping and blocking for restraint
  - typical capacity and selection of load restraint systems
  - application of restraint required
  - effective use of blocking systems
- heavy vehicle stability and control practices used to eliminate or minimise risks as outlined in the industry code of practice:
  - evaluation of Static Roll Threshold and adjustment of load centre of gravity
  - assessment of vehicle condition
  - identification of hazardous driving conditions and/or environmental limitations and risk mitigation techniques
  - advantages of vehicle monitoring systems and how to operate them
- methods used to plan time-efficient routes and schedules to comply with regulations and environmental considerations
- features, capabilities and capacities of logging trucks and trailers:
  - rigid or articulated log trucks
  - semi-trailers
  - jinkers
  - quad-dogs
  - B doubles
  - two-bay skeletal trucks
- purpose, features, performance and safe operation of equipment:

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    - load restraint equipment, including stanchions, bolsters, grip plates, blocking systems, cab guards, lashings, automatic lashing tensioning systems, manual lashing tensioning systems
    - active vehicle monitoring systems
    - passive vehicle monitoring systems
    - overhang warning devices, including flags, lights, reflectors and signs
    - communication equipment, including two-way radio and hands-free mobile phones
- workplace procedures specific to transporting, loading and unloading logs:
    - workplace health and safety, with particular emphasis on rest breaks, emergency response procedures and use of personal protective equipment (PPE)
    - communication reporting lines
    - recording and reporting log haulage processes, near miss incidents and truck operating faults.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
    - skills must be demonstrated in the workplace on a heavy log track or an environment that accurately represents workplace conditions
- resources, equipment and materials:
    - log trucks and trailers suitable for transporting logs
    - load restraint equipment and overhang warning devices suitable for transporting logs
    - supply of logs for mixed small load of logs and similar large load of logs
    - communication equipment
    - PPE required in log haulage operations
- specifications:
    - access to work order or instruction detailing the log haulage activity to be conducted by operator
    - access to workplace safety and environmental protection policies and procedures applicable to log haulage operations
    - access to workplace procedures and forms for recording log haulage information.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPCOT3316 Transport forestry produce using trucks

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to drive trucks to and from forestry harvesting sites, facilitate loading and unloading, and deliver forestry produce to its destination. Produce could include bark, wood shavings, wood chips and biofuel materials.

The unit applies to individuals who transport forestry produce by driving heavy vehicles in a variety of work settings, including forest environments, log dumps, saw mills, wood chip mills, veneer mills, and board/plywood mills.

All work must be carried out to comply with workplace procedures according to state/territory health and safety and chain of responsibility regulations, legislation and standards that apply to the workplace.

Licensing requirements apply to this unit. Users are advised to check with the relevant regulatory authority.

Pre-requisite Unit

Nil

Unit Sector

Common Technical (COT)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare to transport forestry produce	1.1 Determine job requirements from work order and schedules and, where required, seek clarification from appropriate personnel 1.2 Confirm safety and environmental protection requirements for the

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	task according to workplace procedures and chain of responsibility obligations 1.3 Identify, assess and take actions to mitigate risks and hazards associated with driving trucks according to regulatory requirements and industry code of practice 1.4 Obtain coupe map to identify forest harvesting site, truck entry, access and exit tracks and loading areas 1.5 Determine required truck configuration to meet work order and load requirements, and confirm availability of truck and ancillary equipment 1.6 Participate in audits of loads for compliance with regulatory requirements for driving hours, load limits and dimensions as required 1.7 Consult and maintain communication with team members and other appropriate personnel to ensure that work is coordinated effectively with others in the workplace 1.8 Select, fit and use personal protective equipment 1.9 Conduct pre-start-up checks, and load restraint equipment according to workplace procedures 1.10 Tag out and report any observed component wear or failure to the appropriate person for repair or replacement
2. Plan route	2.1 Obtain coupe map to select route and coupe entry and exits points, ensuring efficient, safe and legal produce movement and minimal environmental damage 2.2 Confirm selected route complies with height, width and load limits of road infrastructure and environmental constraints 2.3 Estimate time required to transport produce, and account for fatigue management guidelines 2.4 Confirm route, timings and coupe entry and exit points with appropriate personnel
3. Load forestry produce	3.1 Access site and determine safe manoeuvring approach for loading area with worksite personnel 3.2 Position truck to avoid site and equipment hazards and to maximise load safety and security while loading 3.3 Communicate with worksite personnel and machine operators to ensure safe loading location and processes and that load meets

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	transport regulatory requirements 3.4 Monitor loading and complete final check to ensure safe transport 3.5 Secure load with sufficient number and type of securing devices according to loading guidelines and transport regulatory requirements
4. Transport forestry produce	4.1 Transport forestry produce on planned or modified route, considering conditions, road surfaces and fatigue management practices 4.2 Monitor condition of tracks and roads, and report unexpected ground, water, vegetation and other environmental conditions to appropriate personnel 4.3 Drive truck legally and safely using primary and subsidiary controls appropriate to conditions 4.4 Monitor truck gauges and warning devices to detect and respond to operating faults and ensure operational safety 4.5 Communicate with other drivers and road users to inform location and potential hazards 4.6 Conduct periodic load safety checks and realign load according to road conditions and regulatory requirements 4.7 Keep communication channels open to ensure location is known at all times to allow for emergency assistance
5. Unload forestry produce	5.1 Complete site inductions and establish safe manoeuvring approach for unloading area with worksite personnel 5.2 Follow site personnel directions to manoeuvre and park truck to avoid site and equipment hazards 5.3 Shut down and secure truck in identified safe unloading zone 5.4 Release load securing devices and unload forestry produce according to site safe unloading procedures 5.5 Make truck, trailer and ancillary equipment safe for return journey to coupe 5.6 Record and report forestry produce shifting process and truck operating faults to appropriate personnel

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Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret routine workplace health and safety instructions and signage to determine requirements
Writing	• Use technical and workplace specific vocabulary to accurately and legibly complete workplace records and forms
Oral communication	• Ask questions and actively listen to clarify contents of workplace documentation • Give clear and sequenced information and ask clarifying questions when coordinating tasks with team members and others
Numeracy	• Complete calculations against regulatory specifications of heights, widths and weights of loads and transportation distances, times and rest periods • Interpret truck gauges and warning devices • Record numerical data involving distances, times, weights and dimensions

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FWPCOT3316 Transport forestry produce using trucks	FWPCOT3262 Transport forestry produce using trucks	Clarified Application Added new Performance Criteria Updated Foundation Skills, Performance Evidence and Assessment Conditions	Equivalent

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPCOT3316 Transport forestry produce using trucks

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has:

- planned and completed all activities associated with forest produce haulage according to an individual work order and transport schedule prescribing different load quantities, coupe locations and destinations for each job, on three occasions
- completed reports on the forest produce haulage, near miss incidents and truck operating faults for each haulage operation.

In conducting this work, the individual has followed workplace policies and procedures, current workplace health and safety legislation, regulations and related industry standards and codes of practice applicable to transporting forestry produce using trucks.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose and content of applicable Commonwealth, state or territory transport regulations for driving heavy forestry produce vehicles, with particular emphasis on load limits, allowable dimensions, driving hours, fatigue management and required rest breaks
- applicable fall from heights regulations and compliance requirements
- environmental protection practices relevant to driving heavy forestry produce trucks to minimise:
  - fuel consumption
  - emissions
  - noise
  - damage to soil, water and other aspects of habitat
- key features of these varying environmental conditions and effects on driving heavy forestry produce trucks:

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  - sealed and unsealed roads and tracks
  - ground slope
  - ground hazards and obstacles
  - wind and dust
  - fog and rain
- typical safety hazards present at loading and unloading facilities, and methods used to minimise associated risks
- methods used to:
  - plan time-efficient routes and schedules to comply with regulations and environmental considerations
  - safely load, restrain and unload forestry produce
- features, capabilities and capacities of forestry produce trucks and trailers
- purpose, features and safe operation of equipment used to load, unload and transport forestry produce:
  - load securing devices
  - communication equipment
- workplace procedures specific to transporting, loading and unloading forestry produce:
  - workplace health and safety, with particular emphasis on rest breaks and use of personal protective equipment (PPE)
  - communication reporting lines
  - recording and reporting forestry produce shifting processes and truck operating faults.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in the workplace on a heavy log track or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - trucks and trailers suitable for transporting forest produce
  - load securing and overhang warning devices suitable for transporting forest produce
  - supply of forest produce
  - communication equipment
  - PPE required in forest produce haulage operations
- specifications:
  - access to work order or instruction detailing the forest produce haulage activity to be conducted by operator
  - access to workplace safety and environmental policies and procedures applicable to forest produce haulage operations
  - access to workplace procedures and forms for recording forest produce haulage information.

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Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPCOT3317 Use chainsaw within a tree

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to operate a chainsaw at heights within a tree safely.

The unit applies to individuals who use chainsaws off ground when conducting tree trimming or dismantling work whilst working at height in arboriculture settings. They work under some supervision, generally within a team environment.

Individuals who use this unit will have had experience in using arborist climbing techniques and chainsaws in an arboriculture, forestry or related work context. This unit is not intended for use by novice or inexperienced chainsaw operators.

All work must be carried out to comply with workplace procedures, according to state/territory health and safety regulations, legislation, standards and industry codes of practice that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Common Technical (COT)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for work	1.1 Determine job requirements from work order or instruction and, where required, seek clarification from appropriate personnel 1.2 Confirm safety and environmental protection requirements according to workplace procedures 1.3 Identify, assess and take actions to mitigate risks and hazards associated with using chainsaws off ground 1.4 Identify emergency plan procedures to follow in the event of an emergency 1.5 Erect warning and prohibition signs to indicate a hazardous worksite and that unauthorised access is prohibited according to workplace safety procedures 1.6 Identify, assess and determine cutting requirements according to work order or instruction 1.7 Consult with appropriate personnel to ensure that work is coordinated effectively with others in the workplace 1.8 Select, fit and use personal protective equipment 1.9 Obtain chainsaw appropriate for the task, height access equipment and other tools and equipment needed for the work, and check for correct operation and safety according to manufacturer recommendations and workplace procedures 1.10 Confirm with appropriate personnel that one person is present on the ground during working at height operations and this person is competent and equipped to perform aerial rescue
2. Assess site conditions and surroundings	2.1 Inspect site for conditions likely to affect safe use of chainsaw off ground 2.2 Observe weather conditions and assess likely impact on safe use of chainsaw off ground 2.3 Identify and report site environmental conditions to appropriate personnel 2.4 Determine work area and implement control measures to minimise risks and hazards in the area according to safe work procedures 2.5 Monitor location and activity of other personnel on the worksite, and implement control measures according to workplace safety procedures
3. Pre-start chainsaw	3.1 Fuel and lubricate saw on the ground according to manufacturer

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	instructions and workplace procedures 3.2 Perform pre-start checks on chainsaw according to manufacturer instructions and workplace procedures 3.3 Start chainsaw using cold and warm starting methods on the ground according to workplace safety procedures 3.4 Confirm the chainsaw is running effectively prior to ascending tree 3.5 Select, communicate to team members and apply appropriate method for sending chainsaw to the operator according to workplace health and safety procedures
4. Carry out safe chainsaw operation	4.1 Access tree safely and confirm that body positioning and movements are safe and ergonomically efficient according to current Australian Standards and workplace safety procedures 4.2 Secure chainsaw whilst at height by means of a suitable lanyard 4.3 Obtain the best available working position to minimise risk of being struck by saw or by severed pieces of wood 4.4 Check that the chain of the saw is clear of obstructions, including climbing equipment, protective clothing or parts of the tree, before restarting in the tree 4.5 Start chainsaw according to manufacturer instructions and workplace safety procedures 4.6 Obtain confirmation from ground crew before performing cuts, using the call and response protocol 4.7 Maintain proper control of the saw by gripping with two hands and keeping saw well clear of body and climbing equipment at all times according to workplace safety procedures 4.8 Select and accurately apply a range of appropriate cuts according to current Australian Standards and industry codes of practice, to achieve required behaviour of cut piece according to workplace procedures 4.9 Confirm the chainsaw is switched off, or the chain brake applied, after each cutting operation 4.10 Apply safe technique for freeing a trapped chainsaw according to workplace safety procedures 4.11 Apply safe cutting techniques according to current Australian Standards, and work positioning, to complete operational tasks according to work order or work instructions

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	4.12 Apply safe methods for returning chainsaw to the ground for refuelling according to workplace safety procedures
5. Carry out machine operator maintenance	5.1 Follow workplace safety procedures and manufacturer instructions to lock out equipment 5.2 Inspect chainsaw on completion of cutting activities 5.3 Identify damage to chainsaw and cutting attachments, and tag for repair, service or replacement according to workplace requirements and manufacturer recommendations 5.4 Remove, clean, adjust, sharpen or replace chain and other components according to workplace requirements and manufacturer recommendations

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Writing	• Use technical and enterprise specific vocabulary to accurately and legibly complete workplace records and forms
Numeracy	• Interpret numerical and graphical information in manufacturer manuals

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FWPCOT3317 Use chainsaw within a tree	Not applicable	This unit has been created to address an emerging skill or task required by industry	Newly created

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Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPCOT3317 Use chainsaw within a tree

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual planned, prepared and safely and effectively operated a chainsaw at height in two trees and performed cuts according to a work order or work instructions and current Australian Standards and industry codes of practice applicable to the safe use of chainsaw in trees.

One tree must be in close proximity to a structure or other asset or replicated structure or asset and have a minimum height of 15 metres and canopy spread with a minimum of 10 metres. There must be a designated drop zone and cut material must be placed within this zone.

There must also be evidence that for each tree the individual has:

- applied safe and effective fall arrest positioning and cutting positioning to perform cuts
- applied safe and effective cutting techniques to achieve the required behaviour of cut piece for:
  - a horizontal branch with a diameter greater than 100 mm
  - a head or section of vertical timber with a diameter greater than the bar length of the saw
  - a leaning section or leader
- selected and used appropriate zone drops as required to ensure that all cut pieces land within the drop zone
- carried out routine maintenance on a chainsaw on two occasions.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of

- types, cc rating, bar length and operation of chainsaws
- features and names of different parts of chainsaws

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- workplace health and safety requirements according to the AS 2726.2 and AS 2727 or successor:
  - personal protective equipment (PPE) and clothing
  - safety equipment
  - first aid equipment
  - firefighting equipment
  - hazard and risk control procedures
  - fatigue management procedures
  - safety signage
  - safe workplace practices
- hazards and related risks associated with chainsaw use off ground, and methods to minimise associated risks:
  - physical conditions of the site
  - falls
  - strains
  - slips
  - dehydration
  - fire
  - overhead services
  - carrying saw and equipment
  - traffic
  - features and cutting actions of chainsaw
  - falling branches
  - overreaching
  - operating saw above head height
  - saw nicking
  - kickback
  - user complacency and fatigue
  - one-handed chainsaw use
  - structures
  - hazardous materials
  - insects and animals
  - people on or near worksite
  - machinery on or near worksite
- height access equipment:
  - belt and harness condition
  - adjustment on user
  - lanyard adjustment
  - chainsaw securing hook
  - specification

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    - maintenance
- purpose, features and operation of tools and equipment used in chainsaw use and maintenance activities
- specifications and types of bars, chains and sprockets
- techniques for:
    - removing chains and other chainsaw components
    - assessing chain condition
    - reassembling chainsaw components
- hazards associated with maintaining chainsaws, and methods to minimise associated risks:
    - noise
    - fumes
    - mechanical vibration
    - hazardous substances
    - cuts
    - burns
    - rotating parts
- cutting techniques according to the AS 4373 and AS 2727 or successor, and industry codes of practice
- safe procedures for raising and lowering chainsaw to and from ground
- workplace procedures specific to chainsaw use off ground:
    - workplace health and safety, with particular emphasis on equipment lock-out and use of PPE
    - communication reporting lines
    - recording and reporting repairs, maintenance activities and equipment faults
- heritage-listed trees protected by legislation in relevant jurisdictions
- environmental protection practices relevant to chainsaw use and maintenance:
    - protection of natural and cultural assets
    - cleaning plant, tools and equipment
    - disposing of, recycling and reusing materials
    - disposing of hazardous substances.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
    - skills must be demonstrated in an arboricultural workplace or environment that accurately represents workplace conditions
- resources, equipment and materials:
    - chainsaws
    - height access equipment

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  - other tools and equipment needed for using chainsaws off ground and chainsaw maintenance
  - chainsaw consumables
  - trees
  - person who is competent and equipped to perform aerial rescue
  - PPE required in using chainsaws off ground and chainsaw maintenance
- specifications:
  - access to work order or instruction detailing off ground chainsaw operations to be carried out by operator
  - access to workplace policies and procedures that cover current workplace health and safety and environmental protection legislation and related industry standards and codes of practice applicable to off ground chainsaw operations
  - access to site emergency procedure
  - access to workplace safe operating procedures for off ground chainsaw operations.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPCOT3318 Access, capture and communicate forestry field data using mobile devices

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to set up and use mobile or handheld devices such as a smartphone, personal digital assistant (PDA), portable media player, electronic organiser or data logger, for accessing, capturing, processing, exchanging and storing forestry field data. This unit includes selecting and using forestry applications on mobile devices, transferring data to and from mobile devices and optimising the performance of mobile devices.

The unit applies to individuals who are required to set up and use mobile devices to communicate field data as part of their work in forestry field operations in either a native forest or plantation setting.

All work must be carried out to comply with workplace procedures, according to state/territory health and safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Common Technical (COT)

Elements and Performance Criteria

Elements	Performance Criteria

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Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Set up and customise mobile device	1.1 Determine job requirements from work order, workplace health and safety, environmental protection and emergency procedures and, where required, seek clarification from appropriate personnel 1.2 Identify and report hazards according to workplace health and safety requirements to maintain safe work practices 1.3 Identify types, features, uses and limitations of mobile devices used in forestry field operations 1.4 Access mobile network according to workplace procedures 1.5 Prepare, set up and configure mobile device for use according to manufacturer and workplace procedures 1.6 Select, use and customise interface features and settings to meet needs and improve efficiency according to manufacturer and workplace procedures 1.7 Comply with workplace mobile device acceptable use policies
2. Select and use forestry applications and files on mobile device	2.1 Load or select forestry-related applications and files on mobile device 2.2 Identify file formats appropriate for mobile devices 2.3 Use software or tools to prepare or convert files to appropriate format for mobile devices 2.4 Input forestry data using touch screen, stylus, keypad and voice command accurately into a mobile device 2.5 Download and complete work-related forms and documentation 2.6 Create text files, including notes and email, and graphic files, including sound recording, image and video capture, on mobile device 2.7 Apply workplace procedures for checking quality and accuracy of data captured on mobile device 2.8 Organise, store and retrieve data efficiently on a mobile device according to workplace procedures
3. Transfer data to and from mobile devices	3.1 Identify the types of secure connection methods used between devices 3.2 Determine data storage capacity of mobile device relative to the data that will be collected 3.3 Provide adequate data storage capacity using a storage card as necessary 3.4 Transfer information to and from mobile devices using secure connection procedures

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	3.5 Synchronise mobile device data with source data according to workplace procedures 3.6 Recognise copyright and other constraints on the use and transfer of information 3.7 Follow workplace procedures for maintaining security of information when using mobile device
4. Optimise performance of mobile device	4.1 Identify factors that can affect performance of mobile device in forestry settings 4.2 Apply techniques to optimise performance of mobile device according to manufacturer instructions and workplace procedures 4.3 Apply diagnostic procedures to identify and solve routine problems with mobile device according to manufacturer instructions and workplace procedures 4.4 Recognise limits of own knowledge and skill in relation to mobile devices and, when required, source expert advice on mobile device and associated applications according to workplace procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret manufacturer and workplace instructions on use and operation of mobile devices to determine work requirements
Writing	• Record routine text information related to forestry operations using mobile applications
Oral Communication	• Ask questions to clarify instructions or information on use of mobile devices
Numeracy	• Record routine numerical information related to forestry operations, using mobile applications • Recognise numerical and mathematical symbols used on mobile devices and forestry applications

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FWPCOT3318 Access, capture and communicate forestry field data using mobile devices	Not applicable	This unit has been created to address an emerging skill or task required by industry	Newly created

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPCOT3318 Access, capture and communicate forestry field data using mobile devices

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has:

- configured and effectively operated a mobile device to access, capture and communicate forestry field data on four occasions according to a work order or work instructions
- applied at least two strategies to optimise performance of mobile device in a forestry setting.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- procedures for accessing mobile network:
  - connection protocols
  - VOIP
  - SMS
- procedures for setting up mobile device:
  - charging battery
  - password and login
  - SIM card
  - storage card
  - new connection
  - network settings
- types, features and procedures for using mobile devices – smartphones, tablets, PDAs, laptop computers
- types of mobile applications used to access, capture and communicate workplace and forestry data:

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    - proprietary
    - open source
    - forestry company-specific
- procedures for identifying version of mobile applications and checking for correct version
- procedures for accessing forestry-related mobile applications and files
- basic procedures for using mobile devices to record workplace and forestry data:
    - entering text
    - recording GPS coordinates
    - capturing individual points on screen or streaming
    - drawing on screen
    - loading and downloading files
    - capturing sound, video and images
    - using name, date and filing conventions
- factors influencing mobile device performance:
    - battery life
    - application and file use
    - device maintenance
    - network availability
    - interference
- procedures for optimising mobile device performance:
    - carrying out routine maintenance
    - Bluetooth or Wi-Fi turned off when not in use
    - closing applications after use
    - battery management
- types of forestry data collected on mobile devices:
    - inventory
    - quality assurance
    - survival rates
    - hazards
    - site preparation
    - plantation boundaries
    - residue assessment
    - special values
    - forest damage, including windthrow, burnt areas, pest and disease
    - harvest progress boundaries
- reasons and procedures for ensuring accuracy and quality of forestry data captured on mobile devices
- common problems associated with use of mobile devices and mobile applications in forestry settings
- mobile device acceptable use policies

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- procedures for data security
- sources of expert advice on mobile devices and associated applications:
  - help menus
  - operator manual
  - following on-screen help
  - using diagnostic tools and wizards
  - forestry company IT specialists.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a forestry or plantation setting
- resources, equipment and materials:
  - mobile device
  - access to forestry-related mobile applications and files
- specifications:
  - access to work order, instruction or production plan detailing activities to be carried out by operator that require use of mobile device
  - access to workplace safety policies and procedures applicable to use of mobile devices
  - access to site emergency procedure
  - access to user manual for mobile device.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPCOT3319 Read and interpret digital maps and forest operation plans

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to read and interpret digital maps and forest operation plans. The unit also includes sourcing, downloading and using digital maps, recording details of physical features, hazards and forestry assets on digital maps, and sourcing, downloading and extracting information from forest operation plans.

The unit applies to individuals who use digital maps and operations plans as part of their work in forestry field operations in either a native forest or plantation setting.

All work must be carried out to comply with workplace procedures, according to state/territory health and safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Common Technical (COT)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Source and use	1.1 Install digital map application on mobile device according to

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
third-party digital maps	developer instructions 1.2 Browse map library and download relevant map 1.3 Use map tools to view, zoom and pan maps 1.4 Establish and identify Global Positioning System (GPS) coordinates of own and other locations on map 1.5 Apply processes to orientate self in relation to map based on field observations 1.6 Use map functions to determine distance, direction, travelling time and routes between locations on map 1.7 Locate, label and enter attribute data and notes on physical features, hazards and forestry assets on map according to developer instructions and workplace procedures 1.8 Capture digital images of physical features, hazards and forestry assets, and plot on map according to developer instructions and workplace procedures 1.9 Hide or display layers to view on map 1.10 Use folders for storage and retrieval of maps according to workplace procedures
2. Source and extract data from forest operation plan	2.1 Source and download forest operation plan to mobile device 2.2 Verify version of forest operation plan 2.3 Identify and access maps, site-specific information and instructions in forest operation plan 2.4 Confirm meanings of key terms used in the forest operation plan 2.5 Extract forestry information, including information on coupe boundaries and adjacent land uses, vegetation cover, forest operation and management, silviculture operations, protection of physical and cultural environment and construction and maintenance of forest infrastructure from plan 2.6 Apply map reading conventions, including interpretation of title, GPS coordinates, symbols and abbreviations, legend, orientation and scale, to extract forestry-related information from forest operation plan map 2.7 Identify amendments to forest operation plan 2.8 Apply processes to validate data in forest operation plan based on field observations

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Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret complex text including technical terms contained in forest operation plans
Writing	• Record routine text information related to forestry operations using digital mapping applications
Oral communication	• Ask questions to clarify instructions or information
Numeracy	• Record routine numerical information related to forestry operations, using digital mapping applications • Perform routine mathematical calculations related to using scale and calculating distances

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FWPCOT3319 Read and interpret digital maps and forest operation plans	Not applicable	This unit has been created to address an emerging skill or task required by industry	Newly created

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPCOT3319 Read and interpret digital maps and forest operation plans

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has:

- sourced, downloaded and used the functions in a digital map on four occasions to perform work functions in which the operator:
  - established and identified Global Positioning System (GPS) coordinates on map
  - applied processes to orientate self in relation to map based on field observations
  - used map functions to determine distance, direction, travelling time and routes between locations on map
  - located, labelled and entered attribute data and notes on physical features, hazards and forestry assets on map
  - captured digital images of physical features, hazards and forestry assets and plotted on map
  - hid or surfaced layers to view data on map
- sourced, downloaded and extracted information from a forest operation plan on four occasions to perform work functions.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- types of digital maps:
  - general reference
  - topographical
  - thematic
  - cadastral maps and plans
- sources of digital maps:

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  - forest management companies
  - government agencies
  - commercial
- fundamental map reading skills:
  - title
  - coordinates
  - scale
  - legend
  - data frame
  - orientation
  - citation
- basic concepts of digital maps:
  - base map
  - layers – Light Detection and Ranging (LiDAR), satellite, aerial photograph
  - coordinates
  - vector vs raster spatial data
  - attribute data
  - file format
  - legend and symbology
- types of information contained on digital maps
- processes to download digital maps:
  - cloud storage services
  - emails
  - mobile applications
- processes to validate the data viewed on digital maps based on field observations
- forest operation plans:
  - purpose
  - intended users
  - format
  - information contained in forest operation plans
  - amendments
  - versions
  - key terms used in forest operation plan
  - processes to validate data in forest operation plan based on field observations.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:

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  - skills must be demonstrated in a forestry or plantation setting
- resources, equipment and materials:
  - mobile device
  - access to digital map application
  - access to digital map library
  - access to digital forest operation plan
- specifications:
  - access to work order or instruction detailing activities to be carried out by operator that require use of digital map and digital forest operation plan
  - access to workplace safety policies and procedures applicable to working in a forestry or plantation setting
  - access to workplace policies for acceptable use of mobile device
  - access to user manual for mobile device and technical instructions for use of digital map application.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPCOT3320 Build and maintain timber stacks

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to safely build and maintain timber stacks in a variety of workplace settings, according to regulations and site procedures.

The unit applies to sawmill workers, production workers or manufacturing assistants who undertake specified activities under the direction of more experienced workers

Licensing, legislative or certification requirements apply to this unit but may differ according to state or territory jurisdiction. Users are advised to check with the relevant regulatory authority.

Pre-requisite Unit

Nil

Unit Sector

Common Technical (COT)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare to stack timber	1.1 Determine job requirements from work order or instructions and, where required seek clarification from appropriate person 1.2 Confirm safety requirements building and maintaining timber stacks according to workplace safety procedures 1.3 Identify risks and apply control measures to ensure safety of self

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	and others and avoid loss of materials 1.4 Access traffic management plan to guide location of building timber stacks 1.5 Select, fit and use personal protective equipment (PPE) and prepare safety equipment according to workplace requirements 1.6 Communicate with others as required, to ensure safety requirements are met according to workplace procedures 1.7 Identify personal limitations related to building a timber stack, and seek assistance as required, in accordance with workplace procedures
2. Build timber stack	2.1 Inspect timber to ensure it meets labelled or expected content, and report non-compliant material to supervisor, in accordance with workplace safety requirements 2.2 Choose appropriate bearers to create required space for powered mobile plant to lift the stack 2.3 Build the stack, check bearers and restrain timber in line with workplace requirements 2.4 Manage maximum height of stack to suit environment and weather conditions and in accordance with industry safety standards and workplace requirements 2.5 Identify problems and faults, and report to supervisor in accordance with workplace procedures
3. Maintain timber stack	3.1 Perform routine checks as stack is built and during life of stack, and report defects to appropriate personnel in accordance with workplace requirements 3.2 Repair timber stack as required, in accordance with workplace procedures and scope of own job role 3.3 Store, reuse, recycle or dispose of waste material in accordance with workplace and environmental requirements 3.4 Complete workplace records and documentation according to workplace requirements

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Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Writing	• Use industry terminology to accurately complete workplace records and reports
Oral communication	• Use production terminology to accurately report on operational problems and non-compliant products to supervisor

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FWPCOT3320 Build and maintain timber stacks	FWPCOT3264 Build and maintain timber stacks	Wording of Application and Performance Criteria updated Foundation Skills updated Volume added to Performance Evidence and wording updated and restructured Assessment Conditions updated	Equivalent

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPCOT3320 Build and maintain timber stacks

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has safely built and maintained a minimum of four different timber stacks, and safely repaired faults in at least one timber stack.

In doing this, there must be evidence that the individual has:

- built stacks in accordance with traffic management plan, workplace safety and environmental procedures
- built stable and secure stacks protected from damage
- recorded and reported timber stack and fault information.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- workplace safety and environmental requirements, site standards and workplace policies and procedures for building and maintaining timber stacks
- procedures, methods and techniques for:
  - levelling and stabilising individual packs
  - determining ratio, grading, colour identification and tagging of stacked timber
  - monitoring and inspecting packs
  - identifying and repairing common faults in stacks
  - partially or fully rebuilding and restabilising stacks using restraints
  - verbal and non-verbal communication
  - recording and reporting workplace information
- factors essential to building and maintaining timber stacks:
  - width, length, height and weight of stack
  - duration of storage

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  - type and strength of timber
  - type of lifting equipment
  - ground condition and stability in terms of slope, evenness, contamination and drainage
  - air-drying structure
  - unexpected obstacles
  - slippery or uneven surfaces
  - pedestrians on or near the timber stack
  - visibility
  - ground strength to withstand the load of stacks and machinery
  - location of walkways, pathways and stores
  - top surface of ground
  - location of stack, inside, outside, under cover, in the open
  - storage area organisation
  - machinery and equipment requirements
  - weather conditions
- selecting and using types and length of bearers:
  - straight and structurally sound
  - identical in length in cross-section
  - not protruding from the stack
  - not shorter than the stack
  - good condition and laid flat
  - able to withstand the environment
  - checked for consistent thickness and shape
  - correctly positioned
- factors contributing to avoidable loss:
  - inadequate stack support and unstable stacking
  - packs that are not level
  - exposing the stack to adverse drying conditions
  - inadequate stack conditions (poor drainage, stacks close to ground)
  - inappropriate site layout
  - inadequate stack protection and pack damage
  - timber stacked too high
- key components of a traffic management plan relevant to timber stacking
- industry terminology relevant to building and maintaining timber stacks to communicate safety issues, confirm job requirements and report product and stack issues and defects
- use and maintenance of timber stacking tools and equipment:
  - powered mobile machinery equipment faults or damage
- workplace safety requirements relevant to building and maintaining timber stacks:
  - impact of fatigue, and fatigue management
  - hazard identification and risk management

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  - hazardous manual tasks
  - erection of exclusion zones and signage
  - personal protective equipment (PPE)
- environmental requirements for recycling and reusing material with faults and safely disposing of waste material.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a manufacturing or processing facility or timber yard or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - products to build and maintain four timber stacks
  - tools and equipment to build and maintain timber stacks
  - personal protective equipment
- specifications:
  - access to workplace safety and environmental policies and procedures applicable to building and maintaining timber stacks
  - access to work order and traffic management plan to build and maintain timber stacks
- relationships:
  - person to confirm work orders and report issues with building and maintaining timber stacks.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPCOT4202 Design timber structures

Modification History

Release	Comments
Release 2	This version released with FWP Forest and Wood Products Training Package Version 3.0.
Release 1	This version released with FWP Forest and Wood Products Training Package Version 2.0.

Application

This unit of competency describes the outcomes required to interpret plans, select options and detail designs of timber structures including roof truss, wall frame and floor components for solid brick, brick veneer and timber frame domestic houses and free-standing or attached timber structures such as pergolas. Work is completed in a timber and wood products production setting and includes providing production advice and explanation of designs.

The unit applies to Designer, Customer Service / Sales Assistant (Retail or Wholesale), Customer Service Officer, Sales and Merchandising Team Leader, Sales and Merchandising Team Leader (Timber Products), Timber Advisor.

No licensing, legislative, regulatory, or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Common Technical

Elements and Performance Criteria

ELEMENTS *Elements describe the essential outcomes.*	**PERFORMANCE CRITERIA** *Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.*

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ELEMENTS	PERFORMANCE CRITERIA
1. Interpret plans and loading conditions	1.1 Interpret and assess plans, drawing views and notes; identify loading information, design requirements and restrictions. 1.2 Obtain additional information and data from appropriate personnel or sources. 1.3 Create functional and pictorial image of structure, trusses or frames based on design requirements.
2. Develop and select truss, frame or floor component layout options	2.1 Transfer fixed design details to component layout drawings. 2.2 Nominate engineered or pre-assembled components in line with budgetary constraints. 2.3 Define design sizes and spacing details in line with industry standards. 2.4 Select layouts and spacing of individual structural members progressively to meet design requirements. 2.5 Fix component sizes to clarify and firm design options.
3. Detail truss, frame or floor component design	3.1 Calculate, scale or extract physical dimensions for components from applicable code tables. 3.2 Interpret effective lengths and spans for individual components from layout, and select cross-sections in line with applicable codes. 3.3 Select material options for suitability, availability, cost effectiveness and use consistently throughout design. 3.4 Detail component placement and spacing to site and customer standards. 3.5 Provide design specifications for engineered or pre-assembled components in line with manufacturer's recommendations. 3.6 Present detailed and accurate production information, dimensions and notes within drawing views. 3.7 Complete and maintain design records and documentation in line with organisational procedures.
4. Provide design and production advice	4.1 Answer questions about designs and assembly requirements clearly and comprehensively. 4.2 Use effective communication techniques to assist and develop production personnel. 4.3 Provide alternative materials and sizes for components within scope of design and production requirements.

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Foundation Skills

This section describes those core and employment skills that are essential to performance and are not explicit in the performance criteria.	
Numeracy skills to:	• interpret numerical data from designs involving height, length, angles, shape and load • input complex numerical data into designs for layout, spacing and dimensions of structural members.
Oral communication skills to:	• ask detailed open and closed probe questions and actively listen to clarify contents of designs, plans, drawings and notes • provide clear unambiguous information about designs and assembly requirements • negotiate solutions to site installation problems.
Reading skills to:	• interpret detailed and unfamiliar designs and technical notes.
Writing skills to:	• produce clear and detailed documents to support interpretation of drawings and assist with production and installation.
Planning and organising skills to:	• plan and organise own work in logical sequence and manage own timing and productivity to complete plans, drawings and documents within deadlines.

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
FWPCOT4202 Design timber structures Release 2	FWPCOT4202 Design timber structures Release 1	Minor typographical errors corrected	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPCOT4202 Design timber structures

Modification History

Release	Comments
Release 2	This version released with FWP Forest and Wood Products Training Package Version 3.0.
Release 1	This version released with FWP Forest and Wood Products Training Package Version 2.0.

Performance Evidence

A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit. If a specific volume or frequency is not stated below, then evidence must be provided that the following requirements have been performed on at least one occasion:

- prepare and document designs for timber structures in line with an individual design and set of drawing views and notes
- interpret drawings and loading conditions
- interpret and apply technical information and conveying information in written, sketch and oral form
- apply mathematical procedures
- develop and select truss, frame or floor layout options
- provide design and production advice.

Knowledge Evidence

A person competent in this unit must be able to demonstrate knowledge of:

- applicable building and structural regulations for standard timber wall frames, roof and floor trusses, including:
  - AS1684 and supplementary tables
  - CSIRO supplementary tables
  - the Building Code of Australia
  - other regulations relevant to this task
  - nail plate provider standards
- loading information including:
  - details defining mass loads and externally applied loads (wind, surrounding structures, common/special building usage)

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    - dimensions defining geometry and loading of individual structural members
- common industry terminology for all components of timber wall frames, roof and floor trusses
- common industry standard layouts, spacing and sizing dimensions of individual members for timber wall frames, roof and floor structures
- relationship between component loads and supports and spans
- range of timber species and types that are suitable for the manufacture of timber wall frames, roof and floor trusses
- methods used to produce structural layout drawings and assembly drawings
- industry and specific organisational:
    - processes for producing designs for timber roof, wall and floor structures
    - formats for and inclusions of drawings and notes
- organisational procedures for preparing and documenting preparing and documenting designs for timber wall frames, roof and floor trusses.

Assessment Conditions

The following resources must be made available:

- computers, keyboards and industry current software programs used to produce documents
- scientific calculators
- code tables
- designs, plans, drawing views and notes for timber timber roof, wall and floor structures on which to base designs
- organisational procedures for preparing and documenting designs for timber roof, wall and floor structures.

Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting.

Assessor requirements

Assessors must:

- hold the appropriate assessor competency standards as outlined in regulations; and
- be able to demonstrate vocational competencies at least to the level being assessed; and
- be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and assessor competence.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPCOT4209 Design timber structures

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to interpret plans, select options and detail design of timber structures including roof truss, wall frame and floor components for solid brick, brick veneer and timber frame domestic houses and free-standing or attached timber structures such as pergolas.

The unit applies to designers, customer service/sales assistants (retail or wholesale), customer service officers, sales and merchandising team leaders, sales and merchandising team leaders (timber products) and timber advisors who use specialised knowledge to complete routine and non-routine tasks, and use their own judgement to deal with predictable and sometimes unpredictable problems.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Common Technical (COT)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Interpret construction plans	1.1 Determine type of structure, building use and site location from construction plans and specifications 1.2 Interpret and assess construction plans, drawing views and

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	specifications to identify loading information, dimensions and design details 1.3 Obtain additional information and data from appropriate building codes, standards and regulations 1.4 Identify design or construction limitations or relaxation requirements
2. Develop and select timber structure layout options	2.1 Design a functional timber truss, frame and floor structure, and draw a pictorial image based on design requirements 2.2 Transfer fixed design details to component layout drawings 2.3 Nominate engineered or pre-assembled components in line with budgetary constraints 2.4 Define design sizes and spacing details in line with industry codes and standards 2.5 Select layouts and spacing of individual structural members progressively to meet design requirements 2.6 Fix component sizes to clarify and firm design options
3. Detail timber structure component design	3.1 Calculate, scale or extract physical dimensions for components from applicable code tables 3.2 Interpret effective lengths and spans for individual components from layout, and select cross-sections in line with applicable codes 3.3 Select material options for suitability, availability and cost effectiveness, and use consistently throughout design 3.4 Provide alternative materials and sizes for components within scope of design and production requirements 3.5 Design component placement and spacing to meet construction plans and specifications 3.6 Provide design specifications for engineered or pre-assembled components in line with manufacturer recommendations 3.7 Present detailed and accurate production information, dimensions and notes within drawing views 3.8 Complete and maintain design records and documentation in line with workplace procedures
4. Provide design and production advice	4.1 Advise production and installation personnel on design, production, assembly and installation requirements

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	4.2 Produce clear and detailed documents to support interpretation of drawings and assist with production and/or installation

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Oral communication	• Provide clear, unambiguous information about designs and assembly requirements
Numeracy	• Interpret numerical data from code tables involving height, length, angles, shape and load

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FWPCOT4209 Design timber structures	FWPCOT4202 Design timber structures	Application clarified Elements renamed Performance Criteria, Foundation Skills and Assessment Requirements updated	Equivalent

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPCOT4209 Design timber structures

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has designed floor trusses, wall framing and roof trusses for at least one structure with a minimum of 100 square metres.

In performing this design work, there must be evidence that the individual has:

- met the design requirements of the construction plan, building codes and standards
- prepared and documented designs for timber structures in line with an individual design and set of drawing views and notes
- interpreted and calculated loading conditions from construction plans and specifications
- interpreted and applied technical information and conveyed information in written, sketch and oral form.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- workplace policies and procedures for designing and preparing drawings and documenting and communicating information relating to timber floor and wall frames and roof trusses.
- applicable building regulations, codes and standards relating to the design of timber structures:
  - AS1684 and supplementary tables
  - CSIRO supplementary tables
  - National Construction Code (NCC)
- dimensions defining geometry and loading of individual structural members
- industry standard layouts, spacing and sizing dimensions of individual members for timber floor, wall frames and roof trusses
- loads imposed on timber structures:
  - live and dead loads

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    - mass loads and externally applied loads (wind, surrounding structures, common/special building usage)
- construction industry terminology for all components of timber wall frames, roof and floor trusses
- characteristics, properties and limitations of timber products and components:
    - nail/connector plates
    - timber species and types
- processes and methods of:
    - producing structural layout drawings and assembly drawings
    - producing designs for timber floor, wall and roof structures
    - applying mass, wind, live and dead loads to a structure
    - determining impact of surrounding buildings
- key features of constructions plans.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
    - skills must be demonstrated in a timber fabrication facility or an environment that accurately represents workplace conditions
- resources, equipment and materials:
    - AS1684 and supplementary tables
    - CSIRO supplementary tables
    - National Construction Code (NCC)
- specifications:
    - access to construction plans and specifications to design timber structures
    - access to industry and workplace policies and procedures for designing timber structures
- relationships:
    - person to discuss design questions with.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPCOT4210 Provide specialised timber product solutions

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to provide advice and solutions to customers, clients and other sales staff using specialised wood and timber product knowledge. The unit includes advice on product selection, quality and quantity, price, services and warranties with respect to wood and timber products.

The unit applies to individuals who work as account sales staff, customer service/salespeople (retail or wholesale), customer service officers, sales team leaders, sales team leaders (timber products), timber advisers, and yard operators, and they are responsible for providing specialised advice on timber product solutions to customers and colleagues.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Common Technical (COT)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Develop complete solutions for customers/clients	1.1 Establish scope of work, intended application, environment and structural integrity with customer/client 1.2 Identify suitable wood and timber products by accessing relevant sources of information 1.3 Convey detailed information on wood and timber product features, specifications, benefits, product options and fixing/construction issues to assist customer/client to make buying decisions 1.4 Use sketches, drawings and technical specifications in print and electronic format to explain wood and timber product features to customer/client 1.5 Establish wood and timber product quantities and pricing according to customer/client requirements 1.6 Provide customer/client with accurate product warranty, payment options, delivery, inclusions and other sale-related information 1.7 Confirm recommendations comply with legislative, design and building code requirements 1.8 Implement processes to ensure wood and timber products are fit for purpose and are delivered safely to the customer/client 1.9 Communicate fitting, installation, moisture protection, and surface preparation and finishing instructions or recommendations for wood and timber products to customer/client
2. Manage customer relations	2.1 Confirm delivery of services and products meets workplace customer service standards 2.2 Apply effective interpersonal techniques in communicating with client/customer 2.3 Contribute to the improvement of customer service standards, policies and processes 2.4 Identify and remedy customer service problems, and make suggestions for improving the quality of customer service

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
3. Select wood and timber products for different applications	3.1 Relate properties, characteristics, features, grade and treatments of wood and timber products to a range of domestic and commercial applications 3.2 Identify wood and timber products to suit customer/client requirements, and confirm selection by referencing manufacturer and other sources of technical information 3.3 Obtain installation requirements from customer/client and relate to product selection to ensure that product is suitable and product integrity is maintained 3.4 Provide detailed fixing and installation requirements for timber products to timber advisers, building professionals, tradespeople and other customers/clients
4. Access and assess information on new wood, timber and related products	4.1 Use business technologies and networks to access, monitor and select information on new wood, timber and related products according to workplace requirements 4.2 Identify emerging wood and timber technology trends, applications, impacts and benefits 4.3 Assess the value of new wood and timber technologies, services and products to the organisation and marketplace, including ways to promote and advance both the organisation and the industry 4.4 Communicate new innovations in wood and timber technology to staff, colleagues and customers/clients

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Identify, analyse and evaluate complex technical information to identify performance, trends and outcomes
Writing	• Prepare documentation using format and language appropriate to context and customer/client requirements
Oral communication	• Present information and seek advice using language appropriate to

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Skill	Description
	audience • Participate in discussions using listening and questioning to elicit advice and to clarify or confirm understanding
Numeracy	• Calculate numerical information relating to cost, time, quantity and dimension

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FWPCOT4210 Provide specialised timber product solutions	FWPCOT3269 Provide specialised timber product solutions	Clarified Application Reworded Elements and Performance Criteria Updated Foundation Skills, Performance Evidence and Assessment Conditions	Equivalent

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPCOT4210 Provide specialised timber product solutions

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has:

- prepared and provided wood and timber product solutions for two different customers/clients who required the application of specialised wood and timber product knowledge and effective customer/client management
- selected wood and timber products for three different applications that required specialised wood and timber product knowledge
- accessed and assessed information on two new wood and timber technology applications, and shared this information with staff, colleagues and/or customers/clients.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- common and specialised wood, timber and related products for domestic and commercial use
- properties, characteristics, features, grades and benefits of wood, timber and related products
- different timber treatments, suitable applications and impacts of different product options
- product fixing/construction and cross-trade issues, including fixing options, pre-priming of hardwood, moisture protection, design for moisture shedding, colour or finish
- sales-related information including pricing, warranty, payment options, delivery options
- specialist licensed trade installation information that impacts on product selection
- aspects of legislative, certification and design systems applicable to merchandising activities, including workplace health and safety, environmental, design, chain of custody, organisational and reporting/record-keeping requirements
- principles and practices for effective customer relationship management

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- effective interpersonal communication techniques for sharing wood and timber product information with staff, colleagues and/or customers/clients
- sources of information and methods to use these sources to access information on new and emerging wood and timber technologies and products.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a workplace location or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - wood and timber product information
- specifications:
  - access to customer/client requirements for wood and timber products
  - access to workplace documentation related to workplace health and safety, environmental, design and chain of custody of wood and timber products
  - access to workplace procedures and forms for providing advice to customers/clients and reporting/keeping records
- relationships:
  - customers and colleagues with whom the individual can interact; these can be customers and colleagues in an industry workplace who are assisted by the individual during the assessment process; or individuals who participate in role plays or simulated activities, set up for the purpose of assessment, in a simulated industry environment operated within a training organisation.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPCOT4211 Monitor stock control procedures

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to monitor stock line operations, stock inventory levels, and stock security. It includes identifying and rectifying problems and implementing ongoing solutions for smooth receipt and despatch of products.

The unit applies to customer service/sales assistants, customer service officers and timber advisors who use their own judgment to deal with predictable and unpredictable problems and decide on solutions to a range of complex problems.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Common Technical (COT)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Monitor stock control	1.1 Delegate product group recording to appropriate person 1.2 Monitor stock levels and maintain at optimum level according to workplace procedures 1.3 Monitor stock reorder cycles and adjust to maintain consistent supply

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.4 Analyse management inventory reports and, where required, take corrective action 1.5 Notify buyers of stock levels in line with workplace procedures
2. Monitor receipt and despatch of products	2.1 Delegate receipt and despatch of products to appropriate person 2.2 Monitor staff compliance with receipt and despatch procedures and documentation processes 2.3 Coordinate distribution of products within the workplace according to workplace procedures 2.4 Ensure incoming products and those for despatch are securely stored in designated location 2.5 Report anomalies in quantity or quality of received products 2.6 Inspect, assess and report stock damage and losses, against loss forecasts, and investigate unacceptable cases 2.7 Provide advice to management on appropriate way of dealing with damaged stock
3. Monitor and maintain site and stock security	3.1 Monitor effectiveness of site and stock security procedures, and provide feedback to management 3.2 Advise staff of security procedures for stores, and monitor compliance 3.3 Advise management of requirements for security policy development and training

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret and collect information from a variety of documents • Extract, interpret and analyse information from reports to determine corrective action
Writing	• Structure management reports and material loss reports using appropriate concise vocabulary

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Skill	Description
	• Document details and information relating to delegation of roles and responsibilities
Oral communication	• Use appropriate vocabulary to advise staff of delegation of duties • Use appropriate language and terminology to advise management of dealing with damaged stock and need for staff training

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FWPCOT4211 Monitor stock control procedures	FWPCOT3236 Coordinate stock control procedures	Re-titled Level of skill complexity revised Minor grammatical changes to Application, Elements and Performance Criteria Updated Foundation Skills and Assessment Requirements	Equivalent

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPCOT4211 Monitor stock control procedures

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has monitored receipt and despatch of a minimum of four different stocked products and has:

- followed workplace policies and procedures relevant to monitoring stock control
- appropriately delegated receipt, despatch and recording of stock
- monitored inventory levels and stock security
- implemented site security procedures for the control of stock.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- role limitations and responsibilities of self, other stock control personnel and buyers for maintaining stock
- typical product groups for forest product factories
- principles of stock control:
  - rotation and replenishment
  - product life cycle and maximising the use of all stock
  - financial implications of stock level control
- typical stock control processes:
  - recording incoming stock
  - recording and reporting discrepancies and quality deficiencies
  - recording stock levels
  - monitoring and maintaining quality of stock
  - monitoring and maintaining stock at optimum levels
  - maintaining security of stock

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    - waste handling, sorting, disposal and recycling
- workplace stock reorder cycles
- internal distribution processes
- reasons for stock loss and damage, and methods to control these
- layout of stores area in forest products factories
- environmental storage requirements to maintain materials in optimum condition
- methods to categorise and label stock materials
- format, content and use of stock control documents and reports
- features, functions and system capabilities of stock control software
- workplace policies and procedures specific to stock control, store and site security.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
    - skills must be demonstrated in a manufacturing or process facility or timber yard or an environment that accurately represents workplace conditions
- resources, equipment and materials:
    - appropriate and sufficient products and stock
- specifications:
    - access to workplace policies and procedures relevant to monitoring stock control
    - access to workplace forms and documentation for monitoring stock
- relationships:
    - persons to delegate roles and responsibilities.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPFGM3208 Construct and maintain forest roads and tracks

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to plan, construct and maintain roads and tracks in a forest environment. The unit includes monitoring road or track conditions and coordinating maintenance work.

The unit applies to individuals who work as bulldozer operators, forestry technicians, harvesting technicians and mobile equipment operators in a commercial forest environment and are involved in forest road and track construction operations.

All work must be carried out to comply with workplace procedures, according to state/territory health and safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Forest Growing and Management (FGM)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for road or track construction work	1.1 Determine job requirements from work order or instruction, and where required, seek clarification from appropriate personnel 1.2 Confirm safety and environmental protection requirements

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	according to workplace procedures 1.3 Identify, assess and take actions to mitigate risks and hazards associated with road and track construction operations 1.5 Identify and report existing and potential environmental risks and hazards to relevant personnel 1.6 Consult and maintain communication with team members and other appropriate personnel to ensure that work is coordinated effectively with others in the workplace 1.7 Obtain tools and equipment needed for the work, and check for correct operation and safety
2. Plan road or track	2.1 Obtain topographical map of area and assess details in relation to environmental management considerations 2.2 Plan road or track, including drainage and entry points that provide vehicle and equipment access, turning and loading space 2.3 Prepare forest road or track construction plan that includes timelines, resources and equipment according to workplace procedures
3. Construct road or track	3.1 Establish line of road and remove obstacles according to plans 3.2 Establish and maintain communication with others to ensure safe work 3.3 Remove soil to establish base that has suitable width, slope and stability 3.4 Construct water crossing points and drains and install fish ladders if required according to environmental requirements, workplace procedures and engineering designs 3.5 Prepare and construct intersection points to provide suitable entry and exit levels and control water flow 3.6 Place pipes or culverts and backfill and compact and armour outlets as required, consistent with predicted water volume 3.7 Transfer, spread and compact base and surface material to meet planned road or track design 3.8 Control and manoeuvre equipment to compact road material and stabilise adjacent soil during construction 3.9 Prepare road or track surface suitable for moving logs, and for the manoeuvre and traction of equipment

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
4. Maintain road or track	4.1 Monitor condition of road or track to identify specific damage likely to lead to safety or environmental issues, and report to appropriate personnel 4.2 Redesign and remake areas of consistent damage with assistance from appropriate personnel 4.3 Plan and carry out maintenance with minimal disruption to other work activities 4.4 Record and report construction operations and maintenance according to workplace procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret workplace documentation to determine requirements
Writing	• Use technical and workplace specific vocabulary to accurately and legibly complete workplace records and forms
Oral communication	• Ask questions and actively listen to clarify contents of work plans • Select and use appropriate spoken communication strategies with work colleagues and other personnel on site
Numeracy	• Complete routine calculations to determine volume of road construction materials to construct and maintain tracks and roads

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FWPFGM3208 Construct and maintain forest roads and tracks	FWPFGM3209 Construct and maintain forest roads and tracks	Minor updates to Application, Performance Criteria and Knowledge	Equivalent

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Code and title current version	Code and title previous version	Comments	Equivalence status
		Evidence Added a new Element Updated Foundation Skills, Performance Evidence and Assessment Conditions	

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPFGM3208 Construct and maintain forest roads and tracks

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that, on one occasion, the individual has:

- planned and constructed one forest road or track according to workplace tolerances in an operational forest
- planned, carried out and reported on maintenance of one forest road or track according to workplace tolerances in an operational forest.

In completing this work, the individual has followed a work order or instruction, workplace policy and procedures and current workplace health and safety legislation, regulations and related industry standards and codes of practice applicable to forest road and track construction operations.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- legislation, regulations, standards, codes of practice and established safe practices for constructing and maintaining forest roads and tracks:
  - data relating to road requirements and restrictions
  - maximum road loads
  - likely weather conditions
  - expected timeframes
  - survey locations and requirements
  - water courses
  - location of log landings
  - road entry points
  - crossing or entry points for other roads and tracks

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    - budget
- environmental protection requirements relating to:
    - roadside conditions and climate
    - habitat trees
    - ground growth
    - canopy
    - general forest lean
    - wind speed and direction
    - fallen trees
    - density of trees
    - ground slope
    - soil and water protection
    - ground hazards
    - obstacles
- environmental values and aquatic ecosystems to be protected
- workplace procedures, checks and routine maintenance to be carried out on construction equipment
- forestry road construction methods
- risks and hazards associated with forest road and track construction
- road transport equipment requirements and capabilities in forest operations
- ground water behaviour that impact on the construction of forestry roads and tracks
- workplace health and safety requirements, fire protocols and emergency evacuation procedures relevant to forest road and track construction operations.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
    - skills must be demonstrated in an operational forest or an environment that accurately represents workplace conditions
- resources, equipment and materials:
    - tools and equipment required for forest road and track construction operations
    - personal protective equipment
    - communication system
- specifications:
    - access to work order or instruction detailing forest road and track construction operations to be carried out by operator
    - access to workplace safety and environmental protection policies and procedures applicable to forest road and track construction operations
    - access to workplace procedures and forms for recording information related to constructing and maintaining forest roads and tracks.

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Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPFGM3216 Fell trees manually (intermediate)

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to assess, plan and safely carry out manual felling of intermediate trees using a chainsaw. This unit covers the felling procedures for trees with a level of complexity that requires significant tree assessment and practical felling skills.

Individuals competent in this unit should be able to effectively fell most trees, except advanced trees and/or those with significant defects and/or characteristics that cause excessive complexity.

Trees typical to the scope of this unit may have some of the following characteristics:

- lean and weight distribution that can be assessed and readily adapted to falling direction with the use of wedges and/or controlled with hinge wood of a larger size than typical for the local environment
- limited visible damage or defect
- multi-stems
- forward lean, backward lean or side lean
- small or medium size diameter trees that can be safely felled with intermediate felling techniques
- dead trees with minimal visible damage or defects that do not add significant complexity to the cutting technique
- various dimensions relative to other trees when working in a forest environment
- in local site conditions that add additional complexity to the felling operation, including site conditions that impact the working position of the operator or the natural direction of fall of the tree.

The unit applies to individuals who fell intermediate trees as part of arboriculture, forestry, agriculture, conservation and land management, local government, emergency services and other government agency operations. With the exception of minor forest produce, this unit does not apply to commercial harvesting operations.

All work must be carried out to comply with workplace procedures, according to state/territory health and safety regulations, legislation and standards that apply to the workplace.

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No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Forest Growing and Management (FGM)

Elements and Performance Criteria

Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for felling	1.1 Determine job requirements from work order or instruction and, where required, seek clarification from appropriate personnel 1.2 Confirm safety and environmental requirements for the task according to workplace procedures 1.3 Identify, assess and take actions to mitigate risks and hazards associated with felling intermediate trees 1.4 Identify, assess and determine felling requirements of trees to be felled according to work order or instruction 1.5 Consult and maintain communication with team members and other appropriate personnel to ensure that work is coordinated effectively with others in the workplace 1.6 Obtain tools and equipment needed for the work, and check for correct operation and safety 1.7 Select, fit and use personal protective equipment
2. Assess site conditions and surroundings	2.1 Inspect site for conditions likely to affect safe implementation of felling activities 2.2 Identify and report site environmental conditions to appropriate personnel 2.3 Determine fall zone and implement control measures to minimise risks and hazards in the zone according to safe work procedures 2.4 Monitor location and activity of other personnel on the work site, and implement control measures according to workplace safety procedures

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
3. Assess tree and plan felling	3.1 Identify trees considered outside own skill level, and seek assistance from appropriate personnel where required 3.2 Assess tree visually to identify felling characteristics 3.3 Confirm tree is safe to fell 3.4 Assess trees and site to determine complexity of felling requirements 3.5 Assess and progressively plan tree-felling sequence for individual trees 3.6 Assess and check required felling direction and possible deviation 3.7 Plan sequence of cuts to fell tree according to standard felling procedures 3.8 Assess need, safety and suitability of an industry approved technique and associated equipment to control tree fall 3.9 Identify suitable escape routes, and clear growth and other obstacles according to environmental care principles and workplace procedures
4. Apply tree-felling techniques	4.1 Apply an industry approved technique and equipment to ensure that the tree falls in the direction of the scarf cut 4.2 Fell individual trees using planned and appropriate techniques according to the current Australian Standard and industry code of practice at a safe distance from other personnel in the work area 4.3 Adjust cutting technique in response to movement and condition of tree 4.4 Maintain accuracy of cuts and consistency with the cutting technique 4.5 Use planned escape route when tree starts to fall, and monitor the fall of the tree until all movement has stopped 4.6 Delay movement back into the felling area until all tree material, including from adjacent tree crowns, has fallen or is stable enough to allow safe access back into the felling area 4.7 Identify procedures for removal of trees that are hung-up if safe to do so 4.8 Dispose of waste materials according to environmental and operational requirements
5. Maintain chainsaw	5.1 Follow workplace health and safety procedures and manufacturer

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
and cutting attachments	instructions to lock out equipment 5.2 Inspect chainsaw on completion of activities 5.3 Inspect for damage to chainsaw and cutting attachments, and tag for repair, service or replacement according to workplace requirements and manufacturer recommendations if required 5.4 Remove, clean, adjust, sharpen or replace chain and other components according to workplace requirements and manufacturer recommendations

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Read workplace documentation and correctly identify work requirements
Writing	• Use technical and workplace specific vocabulary to accurately and legibly complete workplace records and forms
Oral communication	• Select and use appropriate spoken communication strategies with work colleagues and other personnel on site when felling trees • Interpret hand signals with other operators to ensure safe tree felling
Numeracy	• Complete routine calculations and report on size, length and diameter of felled trees

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FWPFGM3216 Fell trees manually (intermediate)	FWPFGM3212 Fall trees manually (intermediate)	Reworded and added new Performance Criteria Added a new Element	Equivalent

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Code and title current version	Code and title previous version	Comments	Equivalence status
		Updated Foundation Skills, Performance Evidence, Knowledge Evidence and Assessment Conditions	

Links

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Assessment Requirements for FWPFGM3216 Fell trees manually (intermediate)

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has assessed, planned and conducted the felling of six intermediate trees. This must include demonstration of:

- two different scarf cutting techniques
- two different back cutting techniques, which must be for either forward leaning, side leaning or back leaning trees
- applying, on one occasion, an industry approved technique, such as the use of wedges, to ensure that the tree falls in the direction of the scarf cut.

The scarfing methods must be selected from the following:

- Standard
- Humboldt
- 90 degree scarf
- V scarf.

In performing all cuts, the individual must have complied with the following criteria:

- direction – the scarf must be in the direction of the desired fell
- depth – the depth of the scarf is 1/4 to 1/3 of the diameter of the tree
- size (width) of opening – 2/3 across the front of the tree
- top and bottom scarf cuts – the two cuts should meet without overcutting or undercutting, the scarf line is level and the scarf line is at 90 degrees to the intended direction of fall
- back cut height – the back cut is level and above the scarf line by about 1/10 of the tree diameter
- hinge wood thickness is about 1/10 of the tree diameter.

In completing this work, the individual must demonstrate that, for each tree, the felling technique was consistent with current Australian Standards and industry codes of practice applicable to tree felling operations.

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There must also be evidence that the individual has inspected and carried out routine maintenance on one occasion on one chainsaw and its cutting attachments according to manufacturer requirements.

This work must comply with workplace policy and procedures and current workplace health and safety legislation and regulations.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- Australian Standards and codes of practice applicable to tree felling operations
- hazards and risks related to felling trees with chainsaws, and methods to minimise associated risks:
  - physical conditions of the site
  - unsafe/hazardous trees
  - fire and other emergency situations
  - overhead and underground services
  - nearby structures
  - standing vegetation in the intended direction of fall
  - falling branches
  - weather conditions
  - impediments of escape routes
  - vehicle and traffic access
  - people on or near worksite
  - machinery on or near worksite
  - carrying and transporting a chainsaw
  - user fatigue
- hazards related to maintaining chainsaws, and methods to minimise associated risks
- features of unsafe/hazardous intermediate trees and defects of trees and how they affect tree felling activities
- types and purposes of cuts to fell intermediate trees:
  - scarf cuts
  - back cuts using different methods to provide hinge wood and wedges to maintain control of tree
- characteristics of intermediate trees
- methods used to identify intermediate trees:
  - that contain hazards and are deemed unsafe to fell
  - that are considered outside own skill level
  - where cuts made may lead to loss of control of tree in felling
- methods used to remove trees that are hung up, and procedures for removal
- methods for assessing chain condition

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- types, safe use, operation and maintenance of chainsaws, support tools and attachments
- workplace procedures specific to felling trees with chainsaws:
  - workplace health and safety, with particular emphasis on equipment lock-out, use of personal protective equipment (PPE), safe manual handling and fire prevention measures
  - communication reporting lines
  - recording and reporting repairs, maintenance activities and equipment faults
- environmental protection measures that meet legal obligations and requirements of the industry, state and local standards and/or codes of practice for felling trees with chainsaws:
  - protection of natural and cultural assets
  - cleaning plant, tools and equipment
  - disposing of, recycling and reusing materials
  - disposing of hazardous substances.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in the workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - chainsaw and accessories
  - suitable trees to fell
  - tools and equipment to fell trees
  - PPE required in tree felling operations
  - communication system
- specifications:
  - access to workplace safety and environmental policies and procedures applicable to tree felling and chainsaw operations
  - access to workplace standard operating procedures or operator manual for chainsaws.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPFGM3217 Fell trees manually (advanced)

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to assess, plan and safely carry out manual felling of advanced trees using a chainsaw. This unit covers the felling procedures for advanced trees with a level of complexity that requires significant tree assessment and advanced practical felling skills.

Individuals competent in this unit should be able to effectively fell trees of any size, species and condition, including those with significant defects and characteristics that cause excessive felling complexity, that are deemed safe to fell.

Trees typical to the scope of this unit may have some of the following characteristics:

- lean and weight distribution that adds significant complexity yet can be assessed and adapted to site requirements
- large diameter trees, but not exclusively, that can be safely felled with complex felling techniques heavy forward lean
- lean in a direction away from the fall zone or side-leaning to the available fall zone
- damage or defect that requires complex felling techniques, including trees with visible lightning damage, burnt out trees and those with fire damaged butts
- hung up trees that can be removed safely
- multi-legged, hollow butts, culls and stags
- species prone to free splitting and adverse reactions during felling
- complex multi-stems
- terrain, slope and environment that can add significant complexity to the operation.

The unit applies to individuals who fell advanced trees as part of arboriculture, forestry, agriculture, conservation and land management, local government, emergency services and other government agency operations. With the exception of minor forest produce, this unit does not apply to commercial harvesting operations.

All work must be carried out to comply with workplace procedures, according to state/territory health and safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

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Pre-requisite Unit

Nil

Unit Sector

Forest Growing and Management (FGM)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for felling	1.1 Determine job requirements from work order or instruction and, where required, seek clarification from appropriate personnel 1.2 Confirm safety and environmental protection requirements for the task according to workplace procedures 1.3 Identify, assess and take actions to mitigate risks and hazards associated with felling advanced trees 1.4 Identify, assess and determine felling requirements of trees to fell according to work order or instruction 1.5 Consult and maintain communication with team members and other appropriate personnel to ensure that work is coordinated effectively with others in the workplace 1.6 Select, fit and use personal protective equipment 1.7 Obtain tools and equipment needed for the work, and check for correct operation and safety
2. Assess site conditions and surroundings	2.1 Inspect site for conditions likely to affect safe implementation of felling activities 2.2 Identify and report site environmental conditions to appropriate personnel 2.3 Determine fall zone and implement control measures to minimise risks and hazards in the zone according to safe work procedures 2.4 Monitor location and activity of other personnel on the work site, and implement control measures according to workplace safety procedures
3. Assess tree and plan felling	3.1 Identify trees considered outside own skill level, and seek assistance from appropriate personnel where required

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	3.2 Assess tree visually to identify felling characteristics 3.3 Assess trees and site to determine complexity of felling requirements 3.4 Confirm tree is safe to fell 3.5 Assess and progressively plan tree-felling sequence for individual trees 3.6 Assess and check required felling direction and possible deviation 3.7 Plan suitable escape routes, and clear routes of growth and other obstacles according to environmental care, workplace and regulatory requirements 3.8 Plan sequence of cuts to fell tree according to standard felling procedures 3.9 Assess need, safety and suitability of an industry approved technique and associated equipment to control tree fall 3.10 Confirm planned escape route according to workplace procedures
4. Apply tree-felling techniques	4.1 Fell individual trees using planned and appropriate techniques according to current Australian Standards and industry codes of practice at a safe distance from other personnel, machinery, infrastructure and other assets in the work area 4.2 Apply an industry approved technique and equipment to ensure that the tree falls in the direction of the scarf 4.3 Adjust cutting technique in response to movement and condition of tree 4.4 Use planned escape route when tree starts to fall, and monitor the fall of the tree until all movement has stopped 4.5 Delay movement back into the felling area until all tree material, including from adjacent tree crowns, has fallen or is stable enough to allow safe access back into the felling area 4.6 Identify procedures for removal of trees that are hung-up if safe to do so 4.7 Dispose of waste materials according to environmental and operational requirements
5. Maintain chainsaw	5.1 Follow workplace health and safety procedures and

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
and cutting attachments	manufacturer instructions to lock out equipment 5.2 Inspect chainsaw on completion of activities 5.3 Inspect for damage to chainsaw and cutting attachments, and tag for repair, service or replacement according to workplace requirements and manufacturer recommendations 5.4 Remove, clean, adjust, sharpen or replace chain and other components according to workplace requirements and manufacturer recommendations

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret workplace documentation to determine requirements
Writing	• Use technical and workplace specific vocabulary to accurately and legibly complete workplace records and forms
Oral communication	• Select and use appropriate spoken communication strategies with work colleagues and other personnel on site when felling trees • Interpret hand signals with other operators to ensure safe tree felling
Numeracy	• Complete routine calculations and report on size, length and diameter of felled trees

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FWPFGM3217 Fell trees manually (advanced)	FWPFGM3213 Fall trees manually (advanced)	Updated Application Reworded and added new Performance Criteria	Equivalent

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Code and title current version	Code and title previous version	Comments	Equivalence status
		Added a new Element Updated Foundation Skills, Performance Evidence, Knowledge Evidence and Assessment Conditions	

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPFGM3217 Fell trees manually (advanced)

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has assessed, planned and conducted the felling of six advanced trees following workplace policies and procedures and current workplace health and safety legislation and regulations.

In completing this work, the individual must demonstrate that, for each tree, the felling technique used was appropriate and consistent with current Australian Standards and industry codes of practice applicable to tree felling operations.

There must also be evidence that the individual has inspected and carried out routine maintenance on one chainsaw and its cutting attachments on one occasion according to manufacturer requirements.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- Australian Standards and codes of practice applicable to tree felling operations
- hazards and risks related to felling trees with chainsaws, and methods to minimise associated risks:
  - physical conditions of the site
  - unsafe/hazardous trees
  - fire and other emergency situations
  - overhead and underground services
  - nearby structures
  - standing vegetation in the intended direction of fall
  - falling branches
  - weather conditions

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  - impediments of escape routes
  - vehicle and traffic access
  - people on or near worksite
  - machinery on or near worksite
  - carrying and transporting a chainsaw
  - user fatigue
- hazards related to maintaining chainsaws, and methods to minimise associated risks
- features of unsafe/hazardous advanced trees and defects of trees and how they affect tree felling activities
- types and purposes of cuts to fell advanced trees:
  - scarf cut
  - back cut using different methods to provide hinge wood and wedges to maintain control of tree
- characteristics of advanced trees
- methods used to identify advanced trees:
  - that contain hazards and are deemed unsafe to fell
  - that are considered outside own skill level
  - where cuts made may lead to loss of control of tree in felling
- methods used to remove trees that are hung up, and procedures for removal
- methods for assessing chain condition
- types, safe use, operation and maintenance of chainsaws, support tools and attachments
- workplace procedures specific to felling trees with chainsaws:
  - workplace health and safety, with particular emphasis on equipment lock-out, use of personal protective equipment (PPE), safe manual handling and fire prevention measures
  - communication reporting lines
  - recording and reporting repairs, maintenance activities and equipment faults
- environmental protection measures that meet legal obligations and requirements of the industry, state and local standards and/or codes of practice for felling trees with chainsaws:
  - protection of natural and cultural assets
  - cleaning plant, tools and equipment
  - disposing of, recycling and reusing materials
  - disposing of hazardous substances.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in the workplace or an environment that accurately represents workplace conditions

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- resources, equipment and materials:
  - chainsaw and accessories
  - suitable trees to fell
  - tools and equipment to fell trees
  - PPE required in tree felling operations
  - communication system
- specifications:
  - access to workplace safety and environmental protection policies and procedures applicable to tree felling and chainsaw operations
  - access to workplace standard operating procedures or operator manual for chainsaws.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPHAR2201 Hook up felled trees (choker)

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to fasten choker cables around logs for yarding from the falling area to the landing, and to assist with other duties.

The unit applies to individuals who work as choker setters in cable logging operations in a forest or plantation harvesting environment.

All work must be carried out to comply with workplace procedures, according to state/territory health and safety regulations, legislation and standards and codes of practice that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Harvesting and Haulage (HAR)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for choker setter operations	1.1 Determine job requirements and logs to be extracted from work order or instruction, where required, seek clarification from appropriate personnel 1.2 Confirm safety and environmental protection requirements for the

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	task according to workplace procedures 1.3 Identify, assess and take actions to mitigate risks and hazards associated with hooking up felled trees in a cable logging operation 1.4 Plan choker setter and cable operations activities according to work order or instructions 1.5 Consult with team members and other appropriate personnel to ensure that work is coordinated effectively with others in the workplace 1.6 Select, fit and use personal protective equipment 1.7 Obtain tools and equipment needed for the work, and check for correct operation and safety
2. Hook up logs	2.1 Identify audible or visual signal system to be used 2.2 Select specific logs for next return prior to return of rigging according to planned operations 2.3 Assess position of logs to be extracted according to haul line, hook up point and likely movement 2.4 Monitor stability of logs to be extracted, and take precautions against movement according to logging code of practice 2.5 Direct and control positioning of rigging using signals to facilitate planned hook ups 2.6 Pull out slack for chokers to allow safe hook-up 2.7 Set chokers according to workplace requirements 2.8 Give haul signals, according to code of practice, when all persons are clear from logs, out of bight of ropes and are in a safe area 2.9 Monitor log movement and stop for corrective action when difficulties occur 2.10 Report hook-up safety and equipment faults to rigging slinger
3. Assist with line shifts	3.1 Clear all logs to be hauled with existing line position before line shift is initiated 3.2 Assist with notching of stumps according to industry code and site requirements and rigging method to be used 3.3 Pull slack on all lines prior to release of existing rigging 3.4 Assist with dismantling of rigging components on existing line, check and set up on new line as required

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Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret workplace documentation and signage to determine requirements
Writing	• Use technical and workplace specific vocabulary to accurately and legibly complete workplace records and forms
Oral communication	• Ask questions to clarify contents of work order or instruction
Numeracy	• Use calculation methods to estimate distances

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FWPHAR2201 Hook up felled trees (choker)	FWPHAR2203 Hook up felled logs using cables (choker)	Title amended Minor update to Application, Elements and Knowledge Evidence Added new Performance Criteria Updated Foundation Skills, Performance Evidence and Assessment Conditions	Equivalent

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPHAR2201 Hook up felled trees (choker)

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that, on at least one occasion, the individual has:

- planned and hooked up four turns of felled logs following workplace policies and procedures and related industry codes of practice for log recovery operations
- assisted in shifting lines according to instructions.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- content and application of applicable state or territory code of practice relevant to log recovery activities
- environmental protection practices for forest and plantation operations:
  - safe disposal of waste material
  - cleaning of tools and equipment
- key features of varying site conditions, hazards and their effects on log recovery
- characteristics of trees and logs that can impact on hooking up felled logs with cables
- techniques used by choker setters in the log recovery process
- types and key features of signal systems used for log recovery activities:
  - tooter signals
  - two-way radio
  - visual signals
- industry codes of practice for communication of log extraction signals
- purpose, features, rigging components and operation of cable logging system
- workplace procedures specific to log recovery activities:

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- workplace health and safety with particular emphasis on equipment lock-out, use of personal protective equipment (PPE), safe manual handling and fire prevention measures
- communication reporting lines
- reporting hook-up safety and equipment faults.

Assessment Conditions

Assessment of the skills in this unit of company must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated on a working cable logging operation
- resources, equipment and materials:
  - active cable logging system
  - PPE required in cable logging operations
- specifications:
  - access to workplace safety and environmental protection policies and procedures applicable to log recovery and cable logging activities
  - access to workplace standard operating procedures or operator manual for cable logging equipment.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPHAR2202 Perform landing duties (chaser)

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to direct the placement of logs brought to the landing by cable operations and unhook the logs from chokers.

The unit applies to individuals who work as chaser operators in cable logging operations in a forest or plantation harvesting environment.

All work must be carried out to comply with workplace procedures, according to state/territory health and safety regulations, legislation, standards and codes of practice that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Harvesting and Haulage (HAR)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for chaser operations	1.1 Determine job requirements from work order or instruction and, where required, seek clarification from appropriate personnel 1.2 Confirm safety and environmental protection requirements for the job according to workplace procedures

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.3 Identify, assess and take actions to mitigate risks and hazards associated with chaser activities in a cable logging operation 1.4 Plan chaser activities according to work order or instructions 1.5 Consult with team members and other appropriate personnel to ensure that work is coordinated effectively with others in the workplace 1.6 Select, fit and use personal protective equipment 1.7 Obtain tools and equipment needed for the work, and check for correct operation and safety
2. Land and unhook logs	2.1 Identify audible or visual signal system to be used 2.2 Monitor the safety of turns entering landing area, and assist yarder to place them using signals according to cable logging code of practice 2.3 Check that logs have at least two-thirds of their weight on the landing before release 2.4 Check stability of logs and unhook when rigging is slackened 2.5 Assist with installation, removal, adjustment and checking of rigging as required 2.6 Record and report chaser safety and equipment faults to appropriate personnel 2.7 Assist with line shifts under direction of appropriate personnel

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret workplace documentation and signage to determine requirements
Writing	• Use technical and workplace specific vocabulary to accurately and legibly complete workplace records and forms
Oral communication	• Ask questions to clarify contents of work order or instruction

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Skill	Description
Numeracy	• Use methods to measure, calculate and estimate distances

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FWPHAR2202 Perform landing duties (chaser)	FWPHAR2204 Perform landing duties (chaser)	Minor updates to Application, Performance Criteria and Knowledge Evidence Added new Performance Criteria Merged two Elements Updated Foundation Skills, Performance Evidence and Assessment Conditions	Equivalent

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPHAR2202 Perform landing duties (chaser)

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that, on at least one occasion, the individual has:

- planned and unhooked four turns, with at least one of these turns containing multiple logs, following workplace policies and procedures and related industry codes of practice for log recovery operations
- assisted in shifting lines according to instructions.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- content and application of applicable state or territory code of practice relevant to log recovery activities
- environmental protection practices for forest and plantation operations:
  - safe disposal of waste material
- key features of varying site conditions, hazards and their effects on log recovery
- characteristics of trees and logs that affect chaser operations in a harvesting environment
- techniques used by chasers to unhook logs at the landing site
- key features of signal systems used for log recovery activities:
  - tooter signals
  - two-way radio
  - visual signals
- industry codes of practice for communication of log extraction signals
- workplace procedures specific to log recovery activities, including:
  - workplace health and safety with particular emphasis on equipment lock-out, use of personal protective equipment (PPE), safe manual handling and fire prevention measures

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- communication reporting lines
- reporting chaser safety and equipment faults.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated on a working cable logging operation
- resources, equipment and materials:
  - active cable logging system
  - PPE required in cable logging operations
- specifications:
  - access to workplace safety and environmental protection policies and procedures applicable to log recovery and cable logging activities
  - access to workplace standard operating procedures or operator manual for cable logging equipment.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPHAR2208 Operate a mobile chipper/mulcher

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to operate a hand-fed or machine-fed mobile chipping or mulching unit to chip or mulch timber refuse such as branches and other timber waste.

The unit applies to individuals who operate mobile chippers/mulchers as part of arboriculture, forestry, agriculture, conservation and land management, local government, emergency services and other government agency operations.

All work must be carried out to comply with workplace procedures, according to state/territory health and safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Harvesting and Haulage (HAR)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for chipping or mulching	1.1 Determine job requirements from work order or instruction and, where required, seek clarification from appropriate personnel 1.2 Confirm safety and environmental protection requirements for the

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	task according to workplace procedures 1.3 Identify, assess and take actions to mitigate risks and hazards associated with operating mobile chippers/mulchers 1.4 Identify type and quantity of material to be chipped or mulched 1.5 Plan chipping/mulching activities according to work order or instruction and environmental conditions 1.6 Consult and maintain communication with team members and other appropriate personnel to ensure that work is coordinated effectively with others in the workplace 1.7 Select, fit and use personal protective equipment 1.8 Obtain tools and equipment needed for the work, and check for correct operation and safety
2. Chip or mulch material	2.1 Reject material assessed as unsuitable for chipping or mulching, and dispose of or recycle according to workplace and environmental protection practices 2.2 Use equipment according to workplace safety procedures, manufacturer instructions and environmental protection requirements 2.3 Position, secure and set up chipping and mulching unit according to manufacturer specifications and required size 2.4 Direct material into chipper or mulcher at rate applicable to machine capacity using safe methods for loading and feeding 2.5 Respond to critical situations requiring emergency shutdown to prevent personal injury or damage to machine or product 2.6 Direct chipped or mulched material onto stock pile or transport vehicle if required
3. Complete operator maintenance	3.1 Follow workplace safety procedures and manufacturer instructions to lock out equipment 3.2 Complete operational safety checks according to manufacturer recommendations 3.3 Check cutters for wear and damage as required or at intervals recommended by manufacturer 3.4 Check and replenish fuel and lubricants according to manufacturer recommendations 3.5 Clean and store chipper/mulcher 3.6 Record and report production outcomes and equipment faults to

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	appropriate personnel

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret workplace documentation to determine requirements
Writing	• Use technical and workplace specific vocabulary to accurately and legibly complete workplace records and forms
Oral communication	• Ask questions and actively listen to clarify contents of work orders
Numeracy	• Identify quantities of required material within work orders • Interpret basic numerical machine settings, and choose according to chip size • Complete routine production records involving quantities tallied against orders

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FWPHAR2208 Operate a mobile chipper/mulcher	FWPHAR2206 Operate a mobile chipper/mulcher	Clarified Application Updated and added new Performance Criteria Re-titled Element Added new knowledge items Updated Foundation Skills, Performance Evidence and Assessment	Equivalent

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Code and title current version	Code and title previous version	Comments	Equivalence status
		Conditions	

Links

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Assessment Requirements for FWPHAR2208 Operate a mobile chipper/mulcher

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has:

- assessed, planned and conducted the chipping or mulching of two different species of material
- followed workplace policy and procedures and current workplace health and safety legislation, regulations and related industry standards and codes of practice applicable to wood chipping or mulching operations
- inspected and carried out routine operator maintenance on one mobile chipper/mulcher on one occasion according to manufacturer requirements.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- environmental protection practices related to wood chipping or mulching operations:
  - energy use
  - cleaning plant, tools and equipment
  - disposing of, recycling and reusing waste products
- types of material suitable and unsuitable for chipping and mulching
- types, purpose, features and operation of mobile chipping and mulching units
- capacity of chippers and mulchers to cope with differing sizes and diameters of branch
- feed rates at which material is fed into chippers and mulchers to optimise output without damaging or blocking machinery
- feeding techniques to minimise operator exposure to injury
- techniques for loading chipped/mulched material into truck or transport vehicle
- criteria and methods for checking cutting blade condition

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- operator maintenance procedures for fuelling, safety checks, cleaning, lubricating, operational adjustments and cutter inspection for wear or damage, replacement and disposal
- common hazards associated with chipping and mulching operations and methods to minimise associated risks
- workplace procedures specific to chipping and mulching:
  - workplace health and safety, with particular emphasis on equipment lock-out, use of personal protective equipment (PPE) and safe manual handling
  - communication reporting lines
  - recording and reporting production outcomes and equipment faults.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting
- resources, equipment and materials:
  - mobile chipper or mulcher
  - truck or transport vehicle suitable for transporting chipped/mulched material if required by site requirements
  - material to chip or mulch
  - PPE required in chipping and mulching operations
  - communication system
- specifications:
  - access to workplace safety and environmental protection policies and procedures applicable to chipping or mulching operations
  - access to workplace standard operating procedures or operator manual for mobile chippers or mulchers.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPHAR2209 Trim and cut harvested trees

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 6.0.

Application

This unit of competency describes the outcomes required to trim and cut harvested (felled) trees with a chainsaw for commercial production and complete operator maintenance.

The unit applies to individuals who trim and cut felled trees as part of commercial forestry operations.

All work must be carried out to comply with workplace procedures, according to state/territory health and safety regulations, legislation, standards and industry codes of practice that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Harvesting and Haulage (HAR)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for trimming and cutting felled trees	1.1 Determine job requirements from work order or instruction and, where required, seek clarification from appropriate personnel 1.2 Confirm safety and environmental protection requirements for the task according to workplace procedures

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.3 Identify, assess and take actions to mitigate risks and hazards associated with trimming and cutting felled trees 1.4 Plan trimming and cutting activities according to work order or instruction, harvesting and site plans and environmental conditions 1.5 Consult and maintain communication with team members and other appropriate personnel to ensure that work is coordinated effectively with others in the workplace 1.6 Select, fit and use personal protective equipment 1.7 Obtain tools and equipment needed for the work, and check for correct operation and safety
2. Assess felled trees visually	2.1 Inspect site for conditions likely to affect safe implementation of trimming and cutting activities 2.2 Assess felled trees visually to identify defects, grades and recovery status 2.3 Assess felled trees for extraction 2.4 Mark felled trees too dangerous to cut safely, and refer to appropriate personnel
3. Plan cutting felled trees	3.1 Move or stabilise felled tree for safe cutting according to workplace procedures 3.2 Select cutting pattern to optimise time, volume recovery and quality 3.3 Plan cutting sequence to maintain control of cut sections and minimise cutting problems 3.4 Select, measure and mark cutting positions according to workplace procedures and industry standard lengths 3.5 Clear debris from work area to allow safe access and prevent saw damage and personal injury
4. Use chainsaw to trim and cut felled trees	4.1 Monitor location and movement of other personnel, and modify work to ensure safety 4.2 Operate saw to cut felled tree and adjust cutting technique in response to movement and condition of felled tree 4.3 Complete cut once started and minimise capping and splitting 4.4 Apply retrieval techniques for stuck, pinched or jammed part of chainsaws

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	4.5 Square cut butts, trim accessible branches, bumps and burls and remove head of felled tree
5. Complete operator maintenance	5.1 Inspect equipment on completion of trimming and cutting activities 5.2 Follow workplace safety procedures to lock out equipment 5.3 Check chain for bluntness or damage 5.4 Remove, sharpen, adjust or replace chain and other components according to manufacturer recommendations and workplace procedures 5.5 Report production outcomes, equipment faults and maintenance requirements to appropriate personnel

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret workplace documentation to determine work requirements
Writing	• Use technical and workplace specific vocabulary to accurately and legibly complete workplace records and forms
Oral communication	• Ask questions and actively listen to clarify contents of work plans
Numeracy	• Complete routine calculations and report on size, length and diameter of cut felled trees

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FWPHAR2209 Trim and cut harvested	FWPHAR2207 Trim and cut harvested	Minor updates to Application and	Equivalent

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Code and title current version	Code and title previous version	Comments	Equivalence status
trees	trees	Knowledge Evidence Re-titled Element Added new Performance Criteria Updated Foundation Skills, Performance Evidence and Assessment Conditions	

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPHAR2209 Trim and cut harvested trees

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has assessed, planned and conducted the trimming and cutting of six felled trees using a chainsaw to optimise time, volume recovery and quality.

In performing this work, there must be evidence that the individual:

- demonstrated three or more cut types from the list below:
  - bridging cuts
  - swinging cuts
  - side bind cuts
  - boring cuts
  - wedge cuts
  - ripping cuts
  - step cuts
- followed workplace policy and procedures, current workplace health and safety legislation, regulations and related industry standards and codes of practice applicable to cutting felled tree operations
- checked and sharpened or changed a saw chain on one occasion according to manufacturer instructions.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- chainsaw cutting techniques used to trim and cut felled trees:
  - bridging cut
  - swinging cut
  - side bind cut

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    - boring cut
    - wedge cut
    - ripping cut
    - step cut
- felled tree stresses and how they affect tree cutting activities:
    - tension (fibres being stretched)
    - compression (fibres being squashed)
    - neutral fibres
- optimisation in trimming and cutting operations:
    - time
    - value recovery
    - manageable removal of logs
- cutting patterns used to optimise time and recovery of product from felled trees
- cutting sequences used to maintain control of cut sections and minimise cutting problems
- hazards and risks associated with site conditions and effects on chainsaw operations
- methods to identify and explain how timber defects may affect the chainsaw operation
- industry standards:
    - lengths and tolerances and applicable terminology
    - grades for log and applicable terminology
- methods for assessing chain condition
- workplace policies and procedures specific to tree trimming and cutting activities:
    - workplace health and safety, with particular emphasis on equipment lock-out, use of personal protective equipment (PPE) and safe manual handling
    - communication reporting lines
    - recording and reporting production outcomes, equipment faults and maintenance requirements
    - codes of practice
    - harvest plans
- environmental protection practices for harvesting operations:
    - soil and water protection
    - cleaning plant, tools and equipment
    - disposing of, recycling and reusing timber and other waste.

Assessment Conditions

Assessment of the skills for this unit of competency must take place under the following conditions:

- physical conditions:
    - competency is to be assessed in a commercial forest operation or a simulated environment that accurately reflects performance in a real workplace setting
- resources, equipment and materials:

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  - chainsaw and accessories
  - suitable felled trees to trim and cut
  - PPE required in trimming and cutting felled trees
  - communication system
- specifications:
  - access to work order or instruction detailing cutting and trimming operations to be carried out by chainsaw operator
  - access to workplace safety and environmental protecting policies and procedures applicable to trimming and cutting operations and chainsaw use
  - access to workplace standard operating procedures or operator manual for chainsaws.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPHAR3202 Monitor log recovery (rigging slinger)

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to plan for and navigate the extraction or breakout of logs to the landing in a forest or plantation operation. The unit includes directing choker setters, transmitting signals to the yarder operator and assisting with line shifts for cable logging operations.

The unit applies to individuals who work as a rigging slinger operator in cable logging operations in a forest or plantation harvesting environment.

All work must be carried out to comply with workplace procedures, according to state/territory health and safety regulations, legislation, standards and codes of practice that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication

Pre-requisite Unit

Nil

Unit Sector

Harvesting and Haulage (HAR)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for rigging slinger operations	1.1 Determine job requirements and type and quality of logs to be extracted from work order or instruction and, where required, seek clarification from appropriate personnel

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.2 Confirm safety and environmental protection requirements for the task according to workplace procedures 1.3 Identify, assess and take actions to mitigate risks and hazards associated with rigging slinger activities in a cable logging operation 1.4 Plan rigger slinger activities according to work order or instructions 1.5 Consult with team members and other appropriate personnel to ensure that work is coordinated effectively with others in the workplace 1.6 Select, fit and use personal protective equipment 1.7 Obtain tools and equipment needed for the work, and check for correct operation and safety
2. Plan breakout	2.1 Plan and complete breakout operations according to environmental conditions, health and safety procedures and site procedures 2.2 Identify audible or visual signal system to be used 2.3 Identify obstacles to extraction operations, and develop avoidance plan 2.4 Identify logs to be recovered with current and future haul lines 2.5 Assess information to plan extraction pattern for typical number and size of logs to be hauled 2.6 Plan line shifts during hauling 2.7 Identify and prepare future rigging points and rigging requirements
3. Direct hook-up of logs	3.1 Select specific logs for next turn prior to return of rigging according to planned operation 3.2 Assess stability of logs to be extracted, and take precautions against movement according to code of practice 3.3 Direct choker setters to prepare and hook up logs ready for extraction 3.4 Give haul signals, according to code of practice, when all persons are clear from logs, out of bight of ropes and are in a safe area 3.5 Monitor log movement and stop for corrective action when difficulties occur 3.6 Maintain control of movement using signalling systems until payload is in clear sight of yarder operator

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	3.7 Report breakout process and equipment faults in line with site procedures
4. Assist with line shifts	4.1 Clear all logs to be hauled with existing line position before line shift is initiated 4.2 Notch stumps according to code requirements for the rigging method to be used, as required 4.3 Pull slack on all lines prior to release of existing rigging, as required 4.4 Dismantle rigging components from the existing line, check and set up on new line, as required 4.5 Move obstructions that may cause binding or damage during hauling 4.6 Rig spars, tail trees and intermediate supports according to workplace procedures, as required

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret workplace documentation and signage to determine job requirements
Writing	• Use technical and w specific vocabulary to accurately and legibly complete workplace records and forms
Oral communication	• Ask questions to clarify contents of work order or instruction
Numeracy	• Use calculation methods to estimate payload and distances

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FWPHAR3202 Monitor log recovery (rigging slinger)	FWPHAR3201 Monitor log recovery (rigging slinger)	Minor updates to Application, Performance Criteria and Knowledge Evidence Updated Foundation Skills, Performance Evidence and Assessment Conditions	Equivalent

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPHAR3202 Monitor log recovery (rigging slinger)

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that, on at least one occasion, the individual has:

- planned and performed rigging slinger operations on four turns following workplace policies and procedures and related industry codes of practice for log recovery operations
- assisted in shifting lines according to hook tender instructions.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- content and application of applicable state or territory code of practice relevant to log recovery activities
- key features of varying site conditions, hazards and their effects on log recovery
- environmental protection practices for forest and plantation operations:
  - safe disposal of waste material
  - cleaning of plant, tools and equipment
- characteristics of trees that affect rigging slinger operations in a harvesting environment
- industry standard lengths for logs
- techniques used by rigging slingers in the log recovery process
- key features of varying signal systems used for log recovery activities:
  - tooter signals
  - two-way radio
  - visual signals
- purpose, features and operation of cable logging system components, including:
  - rigging components
  - cable systems

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- workplace procedures specific to log recovery activities:
  - workplace health and safety, with particular emphasis on use of personal protective equipment (PPE), safe manual handling and fire prevention measures
  - communication reporting lines
  - reporting breakout safety and equipment faults.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated on a working cable logging operation
- resources, equipment and materials:
  - active cable logging system
  - PPE required in cable logging operations
- specifications:
  - access to workplace safety and environmental protection policies and procedures applicable to log recovery and cable logging activities
  - access to site emergency procedure
  - access to workplace standard operating procedures or operator manual for cable logging equipment.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPHAR3203 Operate integrated or split flail and wood chipper with crane

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to operate an integrated or split flail debarker and wood chipper with crane in an infield wood chipping operation. This unit includes preparing for infield wood chipping activities, conducting pre-operational machinery checks, setting up machinery, loading whole trees and logs with crane, monitoring machine operations, and implementing machine maintenance.

The unit applies to individuals who work as infield wood chipping machine operators in a commercial forest environment.

All work must be carried out to comply with workplace procedures, according to state/territory health and safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Harvesting and Haulage (HAR)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for infield	1.1 Determine job requirements from work order or instruction and,

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
wood chipping activities	where required, seek clarification from appropriate personnel 1.2 Confirm production targets and assess wood flow requirements to ensure efficient machine operation and overall productivity 1.3 Confirm safety and environmental protection requirements for the task according to workplace procedures 1.4 Identify, assess and take actions to mitigate risks and hazards associated with machine operations 1.5 Identify emergency procedures to follow in the event of an emergency 1.6 Identify type and quantity of material to be chipped, and quality requirements for chipped material 1.7 Plan infield wood chipping activities according to work order or instruction 1.8 Consult with appropriate personnel to ensure that work is coordinated effectively with others in the workplace 1.9 Select, fit and use personal protective equipment 1.10 Conduct pre-operational machinery checks according to manufacturer recommendations and workplace procedures
2. Set up integrated or split flail and wood chipper with crane	2.1 Determine an appropriate location for integrated or split flail and wood chipper with crane 2.2 Position machine according to work requirements, manufacturer instructions, terrain characteristics, workflow and workplace safety requirements 2.3 Secure and set up machine according to work requirements, manufacturer instructions and workplace safety requirements
3. Chip whole trees and logs	3.1 Assess whole trees and logs and dispose of or recycle material unsuitable for chipping according to environmental protection practices, quality requirements and workplace procedures 3.2 Load flail/chipper systematically using crane at feed rate applicable to safety and stability of machine, characteristics of material to be chipped, chip quality, capacity of flail and chipper and loading capacity of transport vehicles 3.3 Chip whole trees and logs to chip sizes specified in work order 3.4 Operate crane and manoeuvre log grapple safely and efficiently to avoid harm to people, flail/chipper, other machines and the

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	environment 3.5 Confirm all merchantable product from the site is loaded into flail/chipper and all waste is managed according to work plan 3.6 Monitor output for compliance with flailing and chip specifications 3.7 Confirm safety of self and others and monitor location of people in relation to machine while machine is in operation 3.8 Load chipped material into transport vehicles according to vehicle load and distribution requirements and load covering requirements 3.9 Respond to critical situations requiring emergency shutdown to prevent personal injury or damage to machine or product
4. Carry out operator maintenance	4.1 Lock out equipment according to workplace safety and manufacturer requirements 4.2 Access tools and service equipment required for performing routine maintenance according to manufacturer instructions 4.3 Check flail chains, chipper knives, counter knives and anvil for wear and damage at appropriate or recommended intervals 4.4 Complete operator maintenance tasks according to manufacturer recommendations and workplace procedures 4.5 Record and report production outcomes and equipment faults to appropriate personnel

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret workplace documentation to determine requirements
Writing	• Use technical and workplace specific vocabulary to accurately and legibly complete workplace records and forms
Numeracy	• Interpret numerical and graphical information shown on machine screens, displays and gauges relevant to safe machine operation

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FWPHAR3203 Operate integrated or split flail and wood chipper with crane	FWPHAR3215 Operate a heavy production mobile chipper	Redesigned unit using content from FWPHAR3215 Operate a heavy production mobile chipper to provide specific skills for specialised in-field wood chipping equipment	Not Equivalent

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPHAR3203 Operate integrated or split flail and wood chipper with crane

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has:

- planned, prepared and operated either an integrated or split flail and wood chipper with crane on four separate occasions in an infield wood chipping operation according to a work order or instructions
- carried out routine machine maintenance on two occasions.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- information and requirements contained in a production plan and site safety and environmental management plans
- health and safety requirements related to operating an integrated or split flail and wood chipper with crane in infield wood chipping operations:
  - hazardous or safe working zones
  - workplace hazards or risks related to the operation
  - factors that can change or introduce new hazards
  - risk control measures
  - legal obligations and industry standards and/or codes of practice requirements
  - warning signs and their correct positioning
  - vehicle-to-vehicle communication systems and procedures to maintain communication and workplace safety during operations
  - emergency response procedure and firefighting resources
- environmental care related to infield wood chipping operations:

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    - potential impacts of infield wood chipping operations on onsite and offsite environmental values (cultural heritage, flora and fauna, ground compaction, water contamination and soil erosion)
    - control measures, restrictions, legal obligations and industry standards and codes of practice requirements related to the operation
- procedures for safe operation of integrated or split flail and wood chipper with crane:
    - pre-operational checks and detect faults
    - machine stability in different terrain conditions and slopes
    - shut down
- factors and their effects on the stability and operation of integrated or split flail and wood chipper with crane
    - slope and terrain conditions
    - machine specifications and restrictions
- reporting requirements regarding site, incident and hazard, personal reporting, check-in, production, and machine maintenance
- woodchip specifications
- features of integrated or split flail and wood chipper with crane:
    - static/mobile
    - integrated/split flail – chipper
    - crane
    - chains, knives and anvils
    - machine components
    - machine capacity
    - machine preparation and positioning
- techniques for determining and optimising feed rate
- influences on feed rate for flail/chipper:
    - machine capacity
    - type and condition of timber
    - product type and quality requirements
    - loading capacity of transport vehicles
- procedures for loading chips into truck for transport
- mass and load covering requirements of transport vehicles
- machine maintenance, servicing requirements and procedures for removing, replacing and disposing of chains, chipper knives, counter knives and anvil.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
    - skills must be demonstrated in an infield wood chipping setting

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- resources, equipment and materials:
  - integrated or split flail and wood chipper with crane
  - whole trees and logs to be chipped
  - personal protective equipment required in infield wood chipping operations
  - vehicle-to-vehicle communication system
  - truck to load
- specifications:
  - access to work order or instruction detailing infield wood chipping activities to be carried out by operator
  - access to workplace safety and environmental protection policies and procedures applicable to infield wood chipping operations
  - access to production plan
  - access to workplace safe operating procedures or operator manual for integrated or split flail and wood chipper with crane
  - access to user manual for vehicle-to-vehicle communication system.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPHAR3204 Operate split flail and wood chipper fed by mobile machine

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to operate a split flail and wood chipper fed by a mobile machine in an infield wood chipping operation. This unit includes preparing for infield wood chipping activities, conducting pre-operational machinery checks, setting up machinery, loading whole trees and logs with mobile machine, monitoring machine operations, and implementing machine maintenance.

The unit applies to individuals who work as infield wood chipping machine operators in a commercial forest or land clearing settings.

All work must be carried out to comply with workplace procedures, according to state/territory health and safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Harvesting and Haulage (HAR)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for infield	1.1 Determine job requirements from work order or instruction and,

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
wood chipping activities	where required, seek clarification from appropriate personnel 1.2 Confirm production targets and assess wood flow requirements to ensure efficient machine operation and overall productivity 1.3 Confirm safety and environmental requirements for the task according to workplace procedures 1.4 Identify, assess and take actions to mitigate risks and hazards associated with machine operations 1.5 Identify emergency plan procedures to follow in the event of an emergency 1.6 Identify type and quantity of material to be chipped, and quality requirements for chipped material 1.7 Plan infield wood chipping activities according to work order or instruction 1.8 Consult with appropriate personnel to ensure that work is coordinated effectively with others in the workplace 1.9 Select, fit and use personal protective equipment 1.10 Conduct pre-operational machinery checks according to manufacturer recommendations and workplace procedures
2. Set up split flail and wood chipper	2.1 Determine an appropriate location for flail and wood chipper 2.2 Position flail and chipper according to work requirements, manufacturer instructions, terrain characteristics, workflow and workplace safety requirements 2.3 Secure and set up flail and chipper according to work requirements, manufacturer instructions and workplace safety requirements
3. Flail and chip whole trees and logs	3.1 Assess whole trees and logs and dispose of or recycle material unsuitable for chipping according to environmental protection practices, quality requirements and workplace procedures 3.2 Operate flail/chipper at feed rate applicable to safety and stability of machine, characteristics of material to be chipped, chip quality, capacity of flail and chipper and loading capacity of transport vehicles 3.3 Operate flail/chipper safely and efficiently to avoid harm to people, flail/chipper, other machines and the environment 3.4 Confirm all merchantable product from the site is loaded into flail/chipper and all waste is managed according to work plan

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	3.5 Chip flailed material to chip sizes and bark allowances specified in work order 3.6 Monitor output for compliance with flail and chip specifications 3.7 Confirm safety of self and others and monitor location of people in relation to flail and chipper while machines are in operation 3.8 Load chipped material into transport vehicles if applicable according to vehicle load and distribution requirements and load covering requirements 3.9 Respond to critical situations requiring emergency shutdown to prevent personal injury or damage to machine or product
4. Carry out operator maintenance	4.1 Lock out machine according to workplace safety and manufacturer requirements 4.2 Access tools and service equipment required for performing routine maintenance according to manufacturer instructions 4.3 Check flail chains, chipper knives, counter knives and anvil for wear and damage at appropriate or recommended intervals 4.4 Complete operator maintenance tasks according to manufacturer recommendations and workplace procedures 4.5 Record and report production outcomes and equipment faults to appropriate personnel

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	**Description**
Reading	• Interpret workplace documentation to determine requirements
Writing	• Use technical and workplace specific vocabulary to accurately and legibly complete workplace records and forms
Numeracy	• Interpret numerical and graphical information shown on machine screens, displays and gauges relevant to safe machine operation

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FWPHAR3204 Operate split flail and wood chipper fed by mobile machine	FWPHAR3215 Operate a heavy production mobile chipper	Redesigned unit using content from FWPHAR3215 Operate a heavy production mobile chipper to provide specific skills for specialised in-field wood chipping equipment	Not Equivalent

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPHAR3204 Operate split flail and wood chipper fed by mobile machine

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that, on at least one occasion, the individual has:

- planned, prepared and operated a split flail and wood chipper fed by mobile machine in an infield wood chipping operation according to a work order or instructions
- carried out routine machine inspection/maintenance on start-up and shutdown of operations.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- information and requirements contained in a production plan and site safety and environmental management plans
- health of safety requirements related to operating a split flail and wood chipper fed by a mobile machine in infield wood chipping operations:
  - hazardous or safe working zones
  - workplace hazards and risks associated with the operation
  - factors that can change or introduce new hazards
  - risk control measures
  - legal obligations and industry standards and/or codes of practice related to the operation
  - warning signs and their correct positioning
  - vehicle-to-vehicle communication systems and procedures to maintain communication and workplace safety during operations
  - emergency response procedure and firefighting resources
- environmental care related to infield wood chipping operations:

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  - potential impacts of operation on onsite and offsite environmental values (cultural heritage, flora, fauna, ground compaction, water contamination and soil erosion)
  - control measures, restrictions, legal obligations and industry standards and codes of practice requirements related to the operation
- procedures for safe operation of split flail and wood chipper:
  - pre-operational checks and detect faults
  - machine stability in different terrain conditions and slopes
  - shut down
- factors and their effects on the stability and operation of split flail and wood chipper:
  - slope and terrain conditions
  - machine specifications and restrictions
- reporting requirements regarding site, incident and hazard, personal reporting, check-in, production, and machine maintenance
- woodchip specifications
- features of split flail and wood chipper:
  - static/mobile
  - chains, knives and anvils
  - machine components
  - machine capacity
  - machine preparation and positioning
- procedures for loading chips into truck for transport
- mass and load covering requirements of transport vehicles
- techniques for determining and optimising feed rate
- influences on feed rate for flail/chipper:
  - machine capacity
  - type and condition of timber
  - product type and quality requirements
  - loading capacity of transport vehicles
- machine maintenance, servicing requirements and procedures for removing, replacing and disposing of chains and cutters.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in an infield wood chipping setting
- resources, equipment and materials:
  - split flail and wood chipper
  - mobile machine to feed flail and chipper
  - whole trees and logs to be chipped

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  - personal protective equipment required in infield wood chipping operations
  - vehicle-to-vehicle communication system
  - truck to load if applicable
- specifications:
  - access to work order or instruction detailing infield wood chipping activities to be carried out by operator
  - access to workplace safety and environmental protection policies and procedures applicable to infield wood chipping operations
  - access to production plan
  - access to workplace safety and environmental protection plans
  - access to site emergency procedure
  - access to workplace safe operating procedures or operator manual for split flail and wood chipper
  - access to user manual for vehicle-to-vehicle communication system.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPHAR3205 Harvest trees manually (intermediate)

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to assess harvest sites and trees to be harvested and to plan and safely carry out manual tree-felling using a chainsaw as part of a commercial forestry operation. The unit covers the felling procedures for trees with a level of complexity that requires significant tree assessment and practical felling skills.

Individuals competent in this unit should be able to effectively fell most trees except very large trees, and/or those with significant defects and/or characteristics that cause excessive complexity.

Trees typical to the scope of this unit may have some of the following characteristics:

- lean and weight distribution that can be assessed and readily adapted to falling direction with the use of wedges and/or control with hinge-wood
- limited visible damage and/or defect
- multi-stems
- forward lean, backward lean or side lean
- small or medium size diameter that can be safely felled with intermediate felling techniques
- dead trees with minimal visible damage or defects that do not add significant complexity to the cutting technique
- various dimensions relative to other trees when working in a forest environment
- in local site conditions that add additional complexity to the felling operation, including site conditions that impact the working position of the operator or the natural direction of fall of the tree.

The unit applies to individuals who fell intermediate trees as part of commercial forestry operations.

All work must be carried out to comply with workplace procedures, according to state/territory health and safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

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Pre-requisite Unit

Nil

Unit Sector

Harvesting and Haulage (HAR)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for harvesting	1.1 Determine job and product quality requirements from work order or instruction and, where required, seek clarification from appropriate personnel 1.2 Confirm safety and environmental protection requirements for the task according to workplace procedures and harvesting plan 1.3 Identify, assess and take actions to mitigate risks and hazards associated with felling trees 1.4 Plan tree harvesting activities according to work order or instruction and environmental conditions 1.5 Consult and maintain communication with team members and other appropriate personnel to ensure that work is coordinated effectively with others in the workplace 1.6 Select, fit and use personal protective equipment 1.7 Obtain tools and equipment needed for the work, and check for correct operation and safety 1.8 Sharpen and adjust chainsaw or change components according to manufacturer recommendations
2. Assess harvest site	2.1 Assess location and stability of harvest site for conditions likely to affect harvesting activities 2.2 Identify and assess environmental conditions according to harvest plan 2.3 Identify trees to be felled according to harvest plan 2.4 Identify log extraction method and requirements 2.5 Determine harvesting requirements and plan tree felling sequence and general falling directions

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	2.6 Assess factors affecting harvesting requirements and detect and control specific forest or site risks and hazards
3. Assess trees and plan felling	3.1 Assess tree visually to identify felling characteristics 3.2 Confirm tree is safe to fell 3.3 Check planned falling direction and propose deviation if required 3.4 Select cutting pattern to optimise time, value recovery and manageable removal of sections 3.5 Plan sequence of cuts to fell tree according to standard felling procedures and log quality requirements 3.6 Identify trees considered outside own skill level and seek assistance from appropriate personnel where required 3.7 Identify suitable escape routes and clear of growth and other obstacles according to environmental care principles and workplace procedures 3.8 Note and monitor location and activity of other personnel in the work area and modify activity where required
4. Fell trees	4.1 Fell individual trees using selected cutting and directional falling techniques according to current Australian Standard and industry code of practice 4.2 Adjust cutting and directional falling techniques in response to movement and condition of tree 4.3 Use planned escape route when tree starts to fall and monitor the fall of the tree until all movement has stopped 4.4 Delay movement back into the felling area until all tree material, including from adjacent tree crowns, has fallen or is stable enough to allow safe access back into the felling area 4.5 Identify procedures for removal of trees that are hung-up if safe to do so 4.6 Fell trees to meet production levels, log extraction methods and site requirements 4.7 Dispose of waste materials according to environmental requirements and workplace procedures
5. Maintain chainsaw and cutting attachments	5.1 Follow workplace health and safety procedures and manufacturer instructions to lock out equipment

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	5.2 Inspect chainsaw on completion of activities 5.3 Inspect for damage to chainsaw and cutting attachments and tag for repair, service or replacement according to workplace requirements and manufacturer recommendations if required 5.4 Remove, clean, adjust, sharpen or replace chain and other components according to workplace requirements and manufacturer recommendations

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret workplace documentation to determine work requirements
Writing	• Use technical and workplace specific vocabulary to accurately and legibly complete workplace records and forms
Oral communication	• Select and use appropriate spoken communication strategies with work colleagues and other personnel on site when felling trees • Interpret hand signals with other operators to ensure safe tree felling
Numeracy	• Complete routine calculations and report on size, length, diameter of felled trees

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FWPHAR3205 Harvest trees manually (intermediate)	FWPHAR3220 Harvest trees manually (intermediate)	Clarified Application Deleted and added new Element Updated and added new	Equivalent

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		Performance Criteria Updated Foundation Skills, Performance Evidence, Knowledge Evidence and Assessment Conditions	

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPHAR3205 Harvest trees manually (intermediate)

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has assessed, planned and conducted the felling of six intermediate trees with a chainsaw, optimising time, value recovery and manageable removal of sections.

In completing this work, the individual must demonstrate that, for each tree, the falling technique was consistent with current Australian Standards and industry codes of practice applicable to tree felling operations.

There must also be evidence that the individual has inspected and carried out routine maintenance on one chainsaw and its cutting attachments on one occasion according to manufacturer requirements.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- Australian Standards and codes of practice applicable to tree felling operations
- workplace health and safety requirements applicable to tree felling operations:
  - personal protective equipment (PPE) and clothing
  - safety equipment
  - first aid equipment
  - firefighting equipment
  - hazard and risk control procedures
  - fatigue management procedures
  - appropriate signage
  - elimination of hazardous materials and substances procedures

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  - safe forest practices, including required actions relating to fire
  - techniques for manual handling (shifting, lifting and carrying)
- state/territory forest codes of practice applicable to tree felling operations
- types and purposes of cuts to fell trees:
  - scarf cutting
  - back cutting using different methods to provide hinge-wood and wedges to maintain control of tree
- optimisation in tree felling operations:
  - time
  - value recovery
  - manageable removal of sections
- typical tree defects and how they affect tree felling activities
- methods used to identify intermediate trees:
  - trees that contain hazards and are deemed unsafe to fell
  - trees that are considered outside own skill level
  - where cuts made may lead to loss of control of tree in felling
- hazards and risks related to falling trees with chainsaws and methods to minimise associated risks
- methods used to remove trees that are hung up, and procedures for removal
- methods for assessing chain condition
- cutting patterns used to optimise time to fell trees
- environmental protection measures that meet legal obligations and requirements of the industry, state and local standards and/or codes of practice for falling trees with chainsaws:
  - protection of natural and cultural assets
  - cleaning plant, tools and equipment
  - disposing of, recycling and reusing materials
- types, safe use, operation and maintenance of chainsaws, support tools and attachments
- components of a harvesting plan:
  - extraction plan
  - traffic plan
  - environmental requirements
  - restricted areas
  - identified hazards
  - product volumes
- log extraction methods (skidding, forwarding, using cable or shovel logging)
- work order information regarding:
  - tree felling requirements
  - requirements for product quality
- harvesting plan.

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Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a workplace location or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - chainsaw and accessories
  - suitable trees to fell
  - tools and equipment to fell trees
  - PPE required in tree felling operations
  - communication system
- specifications:
  - access to safety and environmental protection workplace policies and procedures applicable to tree felling and chainsaw operations
  - access to harvesting plan
  - access to workplace standard operating procedures or operator manual for chainsaws.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPHAR3209 Harvest trees manually (advanced)

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 6.0.

Application

This unit of competency describes the knowledge and skills required to assess harvest sites and trees to be harvested and to plan and safely harvest trees using a chainsaw as part of a commercial forestry operation. The unit covers the felling procedures for trees with a level of complexity that requires significant tree assessment and advanced practical felling skills.

Individuals competent in this unit should be able to effectively fell trees of any size, species and condition, including those with significant defects and characteristics that cause excessive felling complexity, that are deemed safe to fell.

Trees typical to the scope of this unit may have some of the following characteristics:

- lean and weight distribution that adds significant complexity yet can be assessed and adapted to site requirements
- large diameter trees, but not exclusively, that can be safely felled with complex felling heavy forward lean
- lean in a direction away from the fall zone or side-leaning to the available fall zone
- damage or defect that requires complex felling techniques, including trees with visible lightning damage, burnt out trees and those with fire damaged butts
- hung up trees that can be removed safely
- multi legged, hollow butts, culls, stags
- species prone to free splitting and adverse reactions during falling
- complex multi stems
- diameter of tree greater than chainsaw bar length
- terrain, slope and an environment that can add significant complexity to the operation.

The unit applies to individuals who fell advanced trees as part of commercial forestry operations.

All work must be carried out to comply with workplace procedures, according to state/territory health and safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

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Pre-requisite Unit

Nil

Unit Sector

Harvesting and Haulage (HAR)

Elements and Performance Criteria

Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for harvesting	1.1 Determine job and product quality requirements from work order or instruction and, where required, seek clarification from appropriate personnel 1.2 Confirm safety and environmental protection requirements for the task according to workplace procedures and harvesting plan 1.3 Identify, assess and take actions to mitigate risks and hazards associated with felling trees 1.4 Plan tree harvesting activities according to work order or instruction and environmental conditions 1.5 Consult and maintain communication with team members and other appropriate personnel to ensure that work is coordinated effectively with others in the workplace 1.6 Select, fit and use personal protective equipment 1.7 Obtain tools and equipment needed for the work, and check for correct operation and safety 1.8 Sharpen and adjust chainsaw or change components according to manufacturer recommendations
2. Assess harvest site	2.1 Assess location and stability of harvest site for conditions likely to affect harvesting activities 2.2 Identify and assess environmental conditions according to harvest plan 2.3 Identify trees to be felled according to harvest plan 2.4 Identify log extraction method and requirements 2.5 Determine harvesting requirements and plan tree felling sequence and general falling directions 2.6 Assess factors affecting harvesting requirements, and detect and

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	control specific forest or site risks and hazards
3. Assess tree and plan felling	3.1 Assess tree visually to identify felling characteristics 3.2 Confirm tree is safe to fell 3.3 Assess and check required falling direction and possible deviation 3.4 Select cutting pattern to optimise time, value recovery and manageable removal of sections 3.5 Plan sequence of cuts to fell tree according to standard felling procedures and log quality requirements 3.6 Identify suitable escape routes and clear of growth and other obstacles according to environmental care principles and workplace procedures 3.7 Identify trees considered outside own skill level and seek assistance from appropriate personnel where required 3.8 Note and monitor location and activity of other personnel in the work area and modify activity where required
4. Fell trees	4.1 Fell individual trees using planned and appropriate cutting and directional falling techniques according to current Australian Standards and industry codes of practice 4.2 Adjust cutting and directional falling techniques in response to movement and condition of tree 4.3 Use planned escape route when tree starts to fall, and monitor the fall of the tree until all movement has stopped 4.4 Delay movement back into the felling area until all tree material, including from adjacent tree crowns, has fallen, or is stable enough to allow safe access back into the felling area 4.5 Identify procedures for removal of trees that are hung-up if safe to do so 4.6 Fell trees to meet production levels, log extraction methods and site requirements 4.7 Dispose of waste materials in line with environmental and operational requirements
5. Maintain chainsaw and cutting attachments	5.1 Follow workplace health and safety procedures and manufacturer instructions to lock out equipment 5.2 Inspect chainsaw on completion of activities

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	5.3 Inspect for damage to chainsaw and cutting attachments and tag for repair, service or replacement according to workplace requirements and manufacturer recommendations 5.4 Remove, clean, adjust, sharpen or replace chain and other components according to workplace requirements and manufacturer recommendations

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret workplace documentation to determine work requirements
Writing	• Use technical and workplace specific vocabulary to accurately and legibly complete workplace records and forms
Oral communication	• Select and use appropriate spoken communication strategies with work colleagues and other personnel on site when felling trees • Interpret hand signals with other operators to ensure safe tree felling
Numeracy	• Complete routine calculations and report on size, length and diameter of felled trees

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FWPHAR3209 Harvest trees manually (advanced)	FWPHAR3221 Harvest trees manually (advanced)	Clarified Application Updated and added new Performance Criteria Updated Foundation Skills, Performance	Equivalent

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Code and title current version	Code and title previous version	Comments	Equivalence status
		Evidence, Knowledge Evidence and Assessment Conditions	

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPHAR3209 Harvest trees manually (advanced)

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has assessed, planned and conducted the felling of six advanced trees with a chainsaw, optimising time, value recovery and manageable removal of sections.

In completing this work, the individual must demonstrate that, for each tree, the falling technique was consistent with current Australian Standards and industry codes of practice applicable to tree felling operations.

There must also be evidence that the individual has inspected and carried out routine maintenance on one chainsaw and its cutting attachments on one occasion according to manufacturer requirements.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- Australian Standards and codes of practice applicable to tree falling operations
- workplace health and safety requirements applicable to tree felling operations:
  - personal protective equipment (PPE) and clothing
  - safety equipment
  - first aid equipment
  - firefighting equipment
  - hazard and risk control procedures
  - fatigue management procedures
  - appropriate signage
  - elimination of hazardous materials and substances procedures
  - safe forest practices, including required actions relating to fire

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    - techniques for manual handling (shifting, lifting and carrying)
- state/territory forest codes of practice applicable to tree felling operations
- optimisation in tree felling operations:
    - time
    - value recovery
    - manageable removal of sections
- types and purposes of cuts to fall advanced trees:
    - scarf cutting
    - back cutting using different methods to provide hinge-wood and wedges to maintain control of tree
- typical tree defects and how they affect tree felling activities
- methods to identify advanced trees:
    - trees that contain hazards and are deemed unsafe to fell
    - trees considered outside own skill level
    - where cuts made may lead to loss of control of tree in felling
- hazards and risks related to falling trees with chainsaws, and methods to minimise associated risks
- methods used to remove trees that are hung up, and procedures for removal
- methods for assessing chain condition
- cutting patterns used to optimise time to fell trees
- environmental protection measures that meet legal obligations and requirements of the industry, state and local standards and/or codes of practice for falling trees with chainsaws:
    - protection of natural and cultural assets
    - cleaning plant, tools and equipment
    - disposing of, recycling and reusing materials
- types, safe use, operation and maintenance of chainsaws, support tools and attachments
- components of a harvesting plan:
    - extraction plan
    - traffic plan
    - environmental requirements
    - restricted areas
    - identified hazards
    - product volumes
- log extraction methods (skidding, forwarding, using cable or shovel logging)
- work order information regarding:
    - tree felling requirements
    - requirements for product quality
    - harvesting plan.

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Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a workplace location or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - chainsaw and accessories
  - suitable trees to fell
  - tools and equipment to fell trees
  - personal protective equipment required in tree felling operations
  - communication system
- specifications:
  - access to workplace safety and environmental protection policies and procedures applicable to tree felling and chainsaw operations
  - access to harvesting plans
  - access to workplace standard operating procedures or operator manual for chainsaws.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPHAR3212 Operate yarder

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to operate a yarder for log production and use optimised production processes in a commercial forest harvesting environment.

The unit applies to individuals who work as yarder operators in cable logging operations in a forest or plantation harvesting environment.

All work must be carried out to comply with workplace procedures, according to state/territory health and safety regulations, legislation, standards and codes of practice that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Harvesting and Haulage (HAR)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.*
1. Plan and prepare to operate a yarder	1.1 Determine job requirements from work order or instruction and, where required, seek clarification from appropriate personnel 1.2 Confirm production plan targets for felling and processing, and

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.*
	assess wood flow requirements to ensure efficient machine operation and overall productivity 1.3 Confirm safety and environmental protection requirements for the task according to workplace procedures 1.4 Confirm type, size and quantity of stems and/or logs to be moved with yarder to ensure that loads, machine and cable system are consistent with safe working load requirements and workplace health and safety and workplace procedures 1.5 Identify, assess and take actions to mitigate risks and hazards associated with yarder operations 1.6 Identify emergency plan procedures to follow in the event of an emergency 1.7 Use production plans to identify location of landing area, extraction routes and entry points for efficient extraction of stems and/or logs and minimum interference with other forestry operations 1.8 Assess terrain characteristics to establish machine stability
2. Set up yarder	2.1 Use industry-accepted warning signs, vehicle-to-vehicle communication systems and procedures to maintain communication and workplace safety during yarder set-up and operation 2.2 Move yarder to the landing according to workplace and regulatory and manufacturer requirements 2.3 Position yarder on landing for stability according to planned system design by adjusting the technique in response to terrain conditions and ensuring a stable level support base for outriggers 2.4 Check that tower or spar is rigged to suit system design and raised according to manufacturer recommendations and regulatory requirements 2.5 Work with other personnel to tension lines with enough slack to facilitate yarder movements
3. Inspect and maintain cable system	3.1 Observe mechanical system components during normal operations, note faults and take corrective actions 3.2 Inspect system components routinely and maintain, repair or replace according to manufacturer recommendations, workplace procedures and regulatory requirements 3.3 Inspect guylines routinely and adjust tension to equalise load

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.*
	according to manufacturer recommendations, workplace procedures and regulatory requirements 3.4 Lubricate blocks to maintain operational condition 3.5 Identify repetitive damage of cable system and review and amend operational practices
4. Haul stems and/or logs	4.1 Carry out pre-operational checks on machine and cable system according to workplace procedures and manufacturer recommendations to ensure optimal production performance and operational effectiveness 4.2 Perform yarder operations only in response to breakout, landing signals or own transmitted signals 4.3 Monitor, manage and control yarder mechanical systems to maintain log alignment and satisfy safe operating limits 4.4 Control tension in running and standing lines to balance the lift and deflection consistency with payload and rope capacities 4.5 Halt haul and clear hang-ups and obstacles in cooperation with the rigging slinger 4.6 Use haul speed and line swing to position logs on the landing, control payloads and work with the chaser to optimise workflow 4.7 Return rigging to extraction point and position according to signals from rigging slinger 4.8 Operate yarder to minimise breakage and damage to stems and/or logs, standing trees and environment according to workplace procedures and production plan requirements
5. Carry out machine operator maintenance	5.1 Shut down, de-energise and isolate yarder according to workplace procedures or manufacturer recommendations 5.2 Clean, check and carry out routine maintenance activities on yarder to maintain optimum operational performance 5.3 Identify and report machine faults, malfunctions or problems according to workplace procedures and manufacturer recommendations 5.4 Clean work area of all debris and waste resulting from yarder operation and dispose of or recycle waste materials according to workplace environmental management plan

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.*
	5.5 Record yarder operations and maintenance activities

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret workplace documentation to determine work requirements
Writing	• Use technical and workplace specific vocabulary to accurately and legibly complete workplace records and forms
Oral communication	• Ask questions to clarify contents of production plans
Numeracy	• Interpret gauges relevant to safe machinery operation • Determine haul speed to optimise workflow

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FWPHAR3212 Operate yarder	FWPHAR3231 Operate yarder	Minor changes to Application and Knowledge Evidence Added new Performance Criteria Updated Foundation Skills, Performance Evidence and Assessment Conditions	Equivalent

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Links

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Assessment Requirements for FWPHAR3212 Operate yarder

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that, on at least one occasion, the individual has:

- operated a yarder and cable system safely and effectively by performing at least four turns to lift and carry stems and/or logs on slopes from the stump to the roadside or landing area according to a production plan
- carried out routine maintenance on a yarder.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- information and requirements contained in a production plan and site safety and environmental management plans
- hazardous or safe working zones in cable harvesting operations
- health and workplace hazards or risks related to yarder operations, and factors that can change or introduce new hazards
- industry-accepted work health and safety risk control measures, legal obligations and requirements of industry standards and/or codes of practice for yarder operations as outlined in workplace procedures and production plan
- warning signs, their correct positioning, vehicle-to-vehicle communication systems and procedures to maintain communication and workplace safety during yarder operations
- required emergency response procedure, including firefighting resources and emergency response
- potential impacts of yarder operations on onsite and offsite environmental values, including cultural heritage, flora, fauna, ground compaction, water contamination and soil erosion
- environmental control measures, restrictions, legal obligations and requirements of industry standards and codes of practice for yarder operations as outlined in workplace procedures and production plan

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- landings usage
- wood flow requirements and extraction and production bottlenecks particular to a production system
- effects of weather on ground conditions
- effects of slope and terrain conditions on yarder stability and operation
- machine specifications, restrictions and safe operating procedures, including stability and operation in different terrain conditions and slopes, and methods to shut down, de-energise and isolate the machine as outlined in in workplace procedures or operator manual
- cable systems used in yarder operations
- machine cabin controls and operating procedures
- machine operating techniques to pull stems and/or logs and avoid mechanical damage to products during operations
- techniques to minimise damage to products, machine, cables and environment
- methods to conduct machine and cable system pre-operational checks and detect faults as outlined in workplace procedures or operator manual
- location of machine's major mechanical systems and parts of the machine in which energy is stored as outlined in operator manuals for safe and efficient conduct of the machine operator maintenance tasks
- machine and cable systems maintenance and servicing requirements as outlined in user or operator manuals
- reporting requirements regarding site, incident and hazard, personal reporting, production and machine maintenance.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated on a working cable logging operation
- resources, equipment and materials:
  - active cable logging system
  - personal protective equipment required in harvesting operations
- specifications:
  - access to workplace safety and environmental protection policies and procedures applicable to forest harvesting operations
  - access to production plan
  - access to site emergency procedure
  - access to workplace standard operating procedures or operator manual for cable logging equipment.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

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Links

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FWPHAR3215 Operate a heavy production mobile chipper

Modification History

Release	Comment
1	Replaces equivalent unit FPIHAR3215C Operate a heavy production mobile chipper, which was first released FPI11 Forest and Forest Products Training Package Version 1. This is the first release of this unit in the new standards format.

Application

This unit of competency describes the outcomes required to operate a heavy production mobile chipping unit to chip logs or tree lengths on-site during forest harvesting operations.

The unit applies to those who operate a heavy production mobile chipping unit in a forest environment.

Licensing, legislative, regulatory, or certification requirements apply to this unit in some states and territories at the time of publication, and may differ according to jurisdiction.

Pre-requisite Unit

Nil

Unit Sector

Harvesting and Haulage

Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.
1. Plan and prepare for chipping	1.1 Review work order and clarify with appropriate personnel. 1.2 Identify and assess type and quantity of timber to be chipped to meet requirements for work order and safe working conditions. 1.3 Select equipment to meet to work requirements and check for operational effectiveness. 1.4 Plan chipping activities in line with site procedures and

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	environmental and heritage concerns 1.5 Position and set-up chipper to ensure stability and to effectively chip wood 1.6 Communication with others is established and maintained in line with WHS requirements.
2. Chip timber	2.1 Carry out pre-operational checks on the heavy production mobile chipper. 2.2 Start up chipper according to safe workplace requirements 2.3 Detect site hazards associated with chipper and plan safe operating techniques to minimise risk. 2.4 Direct timber into the chipper at a rate applicable to the capacity of the machinery and chip size specified in the work order. 2.5 Direct chipped timber into the back of a truck or other modes of transportation or for stockpile. 2.6 Establish and maintain communication with truck driver to ensure efficient and safe loading of chipped materials
3. Carry out machine operator maintenance	3.1 Lock-out chipper and shut down if required, in line with site procedures. 3.2 Conduct visual inspection to identify issues and faults. 3.3 Remove and replace worn components as required to fulfil the work order. 3.4 Clean, check and carry out routine maintenance tasks on chipper. 3.5 Record and report chipper operations, faults and maintenance activities.

Foundation Skills

This section describes those core and employment skills that are essential to performance and are not explicit in the performance criteria.	
Writing skills to:	• complete records, reports and maintenance logs.
Problem solving skills to:	• identify and resolve equipment issues and faults.

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Range of Conditions

Not Applicable

Unit Mapping Information

FPIHAR3215C Operate a heavy production mobile chipper.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPHAR3215 Operate a heavy production mobile chipper

Modification History

Release	Comment
1	Replaces equivalent unit FPIHAR3215C Operate a heavy production mobile chipper, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format. Assessment requirements now specify the performance and knowledge evidence, as well as assessment conditions for this unit of competency. These sections simplify and replace components used in the previous unit format, including Required Skills and Knowledge, Evidence Guide and Range Statement.

Performance Evidence

A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit. If a specific volume or frequency is not stated below, then evidence must be provided that the following requirements have been performed on at least one occasion:

- operate a heavy production mobile chipper in line with work orders and fill trucks/trailers for transportation according to safe working requirements and environmental care procedures
- assess timber to be chipped for defects that will affect processing
- safely conduct start up and shut down of a heavy production mobile chipper in line with enterprise procedures
- carry out routine maintenance on a heavy production mobile chipper
- work safely and communicate effectively with others in the work area
- follow organisational policies and procedures relevant to operating a mobile chipper

Knowledge Evidence

A person competent in this unit must be able to demonstrate knowledge of:

- workplace policies and procedures for operating a heavy production mobile chipper
- environmental protection requirements
- operational procedures and checks including start-up and shut-down procedures
- characteristics of trees and timber defects that can cause processing problems
- chip types and quality
- established communication channels and protocols to maintain safety

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- processes for managing risks and hazards associated with chipping wood
- re-positioning and set up mobile chipper
- workplace health and safety requirements, fire protocols and emergency evacuation procedures
- procedures for recording and reporting workplace records and information.

Assessment Conditions

The following resources must be made available:

- a heavy production mobile chipper
- logs, trees and/or wood resource to be chipped
- work order, workplace requirements and site standards for operating a heavy production mobile
- truck, trailer or container for receiving chipped material
- relevant personnel for the purposes of communicating information
- personal protective equipment required to operate chipper.

Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting.

Assessor requirements

Assessors must:

- hold the appropriate assessor competency standards as outlined in regulations; and
- be able to demonstrate vocational competencies at least to the level being assessed; and
- be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and assessor competence.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPHAR3222 Use on-board computer systems for forwarder

Modification History

Release	Comments
Release 2	This version released with FWP Forest and Wood Products Training Package Version 5.0.
Release 1	This version released with FWP Forest and Wood Products Training Package Version 3.0.

Application

This unit of competency describes the skills and knowledge required to use on-board computer technology and software for forwarders to optimise loading processes after processing and extraction in a commercial forest harvesting environment.

The unit applies to individuals who work as forwarder operators. Operators generally work under broad direction to complete routine activities related to harvesting operations and take responsibility for their work.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Harvesting (HAR)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Start up and shut down the on-board computer	1.1 Start up the on-board computer and respond to display prompts by pressing the appropriate buttons 1.2 Edit settings in work mode display to update information about

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	operator and the start and end of the shift 1.3 Check that a connection exists between the weight scale and the Bluetooth modem where fitted 1.4 Use mouse buttons and keyboard to shut down the computer
2. Create an active site file	2.1 Use menus and fields to create a new site, select, disable or add tree assortments to the new site and press button to complete file set up 2.2 Use work mode feature and icons to view basic information about machine, engine and auxiliary functions 2.3 Use quick adjustment menu and/or the setting mode to select and adjust parameter values for machine movements 2.4 Return to work mode display and select option to start new load
3. Register load / production information	3.1 Identify on screen that GPS system is active to ensure it runs correctly and report faults to appropriate personnel in line with workplace procedures 3.2 Start loading operations and use registration button and software functions to register and edit load or production parameters according to machine configuration and equipment profile 3.3 Use the weight menu to set-up or edit the weight factors and default volumes of a maximum full load for specific tree assortments 3.4 Use work mode display and system messages to view information about loading and standard machine operation according to load parameters and machine configuration
4. Calibrate machine weight scale where fitted	4.1 Use calibration menu and methods to conduct regular reference calibration of Active Load Space pressure sensors to ensure accuracy of weighing measurements 4.2 Use calibration menu and methods to conduct regular dynamic and static reference calibration of the boom weight scale to ensure accuracy of weighing measurements 4.3 Regularly check and reset grapple to the ‘zero point’, by using reset button on the keyboard panel 4.4 Check the static calibration factor for possible changes in weight calibrations 4.5 Identify and report faults and errors related to the on-board computer system
5. Store, access and retrieve production data	5.1 Use software menu, sub-menus and display prompts to end production site file and save on a data storage device 5.2 Transfer files between computers or via mobile devices and

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	applications

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• read user manual for machine's on-board computer system
Oral Communication	• interact verbally and non-verbally with technical personnel using communication means to remediate computer errors or resolve matters about electronic files and data • use appropriate vocabulary including technical language directly relevant to role
Numeracy	• interpret file variables including weight factors and volumes of load
Navigate the world of work	• understand main tasks, responsibilities and boundaries of own role
Interact with others	• use modes of communication suitable to purpose to confirm and clarify understanding • communicate and report operational task and safety information to relevant personnel • participate in conversations relevant to role by responding and explaining as required
Get the work done	• recognise and respond to routine problems • plan and organise own work activities and resources

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FWPHAR3222 Use on-board computer systems for forwarder Release 2	FWPHAR3222 Use on-board computer systems for forwarder Release 1	Minor changes in text providing clarification without changing the requirements of the unit	Equivalent unit

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPHAR3222 Use on-board computer systems for forwarder

Modification History

Release	Comments
Release 2	This version released with FWP Forest and Wood Products Training Package Version 5.0.
Release 1	This version released with FWP Forest and Wood Products Training Package Version 3.0.

Performance Evidence

An individual demonstrating competency must satisfy all the elements and performance criteria of this unit. There must be evidence that, on at least one occasion, the individual has:

- created an active site file for loading operation
- registered load and production information at start of loading operation
- set-up and/or edited the weight factors and default volume settings
- used software settings and calibration methods to conduct accurate calibrations of the weight scale and sensors where fitted
- edited parameter values for machine movements
- ended production and saved and transferred file for the production site by using a data storage system or email or mobile devices.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- components of wireless weighing system and its mode of operation where fitted
- software and files used with on-board computers including basic features and applications
- navigating on-board computer menus, sub-menus and fields
- fields and data inputs required to start the loading operation
- setting-up and editing the weight factors and default volumes of a maximum load for a variety of tree assortments
- settings and methods for editing parameter values for machine movements
- methods to calibrate the weighing system and improve accuracy of measurements
- factors that affect accuracy of the weighing measurement
- ending production and saving and transferring files using a data storage system or mobile app

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- methods to identify faults related to the on-board computer system and global positioning system (GPS).

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a logging site or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - forwarder equipped with on-board computer and weighing system
  - data storage system or mobile system/app for the purpose of saving and transferring production files
  - personal protective equipment required in harvesting operations
- specifications:
  - access to user manual for the on-board computer system

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPHAR3232 Operate harvesting machine with winch-assist system

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to operate a harvesting machine with a winch-assist system. This unit includes planning for work, identifying hazards and risks, assessing worksite conditions, safely and securely positioning the anchor and carrying out machine operator maintenance.

The unit applies to individuals who work as winch-assisted harvester operators in a forest or plantation setting.

Individuals undertaking this unit must be competent operators of at least one of the following types of forest machines: skidder, forwarder, harvester or feller buncher.

All work must be carried out to comply with workplace procedures, according to state/territory health and safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Harvesting and Haulage (HAR)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for work	1.1 Determine job requirements from work order or instruction and, where required, seek clarification from appropriate personnel 1.2 Confirm production targets for harvesting and assess wood flow requirements to ensure efficient machine operation and overall productivity 1.3 Confirm safety and environmental protection requirements for the task according to workplace procedures 1.4 Identify, assess and take actions to mitigate risks and hazards associated with winch-assist harvesting operations 1.5 Identify emergency plan procedures to follow in the event of an emergency 1.6 Identify area in which winch-assisted harvesting operations are to be conducted 1.7 Select, fit and use personal protective equipment 1.8 Inspect, test, replace and maintain cable and end termination fittings according to manufacturer specifications and workplace procedures
2. Assess worksite	2.1 Identify and assess terrain and ground conditions on worksite likely to affect winch-assisted harvesting operations 2.2 Assess maximum safe slope on worksite, taking into account terrain conditions, slope and soil type according to workplace procedures 2.3 Carry out risk assessments according to workplace procedures 2.4 Evaluate outcomes of assessment of site conditions, maximum safe slope and risks to determine if any changes are required to work order or work instructions
3. Position winch-assist machine	3.1 Determine position of winch assist machine according to workplace procedures 3.2 Assess proposed position of winch assist machine against criteria for placement of machine according to safety and workplace procedures 3.3 Test position of winch assist machine according to workplace procedures
4. Operate winch-assist	4.1 Connect harvesting machine to winch assist machine according to

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
harvesting machine	manufacturer instructions and workplace procedures 4.2 Carry out pre-start checks of harvesting machine according to manufacturer instructions and workplace procedures 4.3 Position harvesting machine on slope according to workplace procedures 4.4 Check and maintain condition of cable by setting correct tension, working within specified departure angles, minimising shock loading, inspecting for wear and integrity, and avoiding physical damage to cable 4.5 Apply techniques to increase traction and maximise stability of harvesting machine before and during commencing operational tasks 4.6 Complete operational tasks according to work order or work instructions
5. Carry out machine operator maintenance	5.1 Park and shut down harvester according to manufacturer instructions and workplace procedures 5.2 Clean, check and carry out routine maintenance activities on harvesting machine and winch-assist machine to maintain optimum operational performance according to manufacturer specifications 5.3 Identify and report faults, malfunctions or problems according to workplace procedures and manufacturer recommendations 5.4 Record harvester operations and maintenance activities

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret workplace documentation to determine work requirements
Writing	• Use technical and enterprise specific vocabulary to accurately and legibly complete workplace records and forms
Oral communication	• Ask questions to clarify contents of production plans

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Skill	Description
Numeracy	• Interpret numerical and graphical information shown on machine screens, displays and gauges relevant to safe machine operation

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FWPHAR3232 Operate harvesting machine with winch-assist system	Not applicable	This unit has been created to address an emerging skill or task required by industry	Newly created

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPHAR3232 Operate harvesting machine with winch-assist system

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has:

- planned, prepared and safely and effectively operated two different types of harvesting machines with winch-assist system on two occasions according to a work order or work instructions. The harvesting machines must be selected from the following:
  - skidder
  - forwarder
  - harvester
  - feller buncher
- carried out routine maintenance on a harvesting machine with winch-assist system on two occasions.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- information and requirements in production, site safety and environmental management plans relevant to forest harvesting operations
- industry standards, codes of practice and guidelines for harvesting on steep slopes and their requirements as outlined in site safety and environmental management plans
- safe work procedures and safe working zones in forest harvesting operations
- hazards and risks related to operating harvesting machines with winch-assist system, and factors that can change or introduce new hazards
- types and correct positioning of warning signs, vehicle-to-vehicle communication systems, and procedures to maintain communication and workplace safety during winch-assist harvesting operations
- firefighting and emergency response procedures

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- potential impacts of winch-assist harvesting operations on onsite and offsite environmental values:
  - cultural heritage
  - flora
  - fauna
  - ground compaction
  - water contamination
  - soil erosion
- environmental protection procedures relevant to forest harvesting operations
- types of winch-assist systems:
  - systems with one cable, where the winch is attached to the harvesting machine (integral)
  - systems with one or more winches fitted to a machine positioned at the top of an incline (independent)
- reasons for using winch-assist system:
  - safety
  - available steep slope fibre
  - reduce manual felling
- maximum safe slope for using harvesting machines with winch assist system
- features of winch-assist system:
  - cables and end termination fittings
  - safety, braking and emergency backup systems
- procedures for operating winch assist system:
  - pre-start checks of cables and end termination fittings
  - operation of controls for winch-assist system
  - procedures for positioning machine on slope
  - techniques to increase traction and maximise stability of harvesting machine before and during operation
  - methods to detect faults as outlined in operator manual
  - machine and cable systems maintenance and servicing requirements as outlined in operator manual
- criteria for safe placement of winch-assist machine:
  - access
  - ground stability
  - alignment to felling face
  - cable path
  - cable departure point from anchor
- effects of slope and terrain conditions on machine stability and operation
- harvesting machine types, specifications, restrictions and safe operating procedures, stability and operation in different terrain conditions and slopes, and methods to shut down the machine as outlined in workplace procedures or operator manual

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- reporting requirements regarding site, incident and hazard, personal reporting, check-in, production, machine maintenance and block completion.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a forest harvesting setting
- resources, equipment and materials:
  - harvesting machines with winch-assist system
  - trees to be harvested
  - personal protective equipment required in harvesting operations
  - vehicle-to-vehicle communication system
- specifications:
  - access to work order or instruction detailing harvesting activities to be carried out by operator
  - access to workplace safety and environmental protection policies and procedures applicable to forest harvesting operations
  - access to harvesting plan
  - access to site emergency procedure
  - access to workplace safe operating procedures or operator manual for harvesting machine and winch-assist system
  - access to user manual for vehicle-to-vehicle communication system.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPHAR3233 Use mechanised equipment for forestry site preparation on steep slopes

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to set up and operate mechanised equipment for forestry site preparation on steep slopes. The unit also includes preparing for site preparation activities, conducting pre-operational equipment checks and implementing operator maintenance.

The unit applies to individuals who work as forestry machine operators in a forest or plantation setting.

All work must be carried out to comply with workplace procedures, according to state/territory health and safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Harvesting and Haulage (HAR)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for site	1.1 Determine job requirements from work order or instruction and,

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
preparation activities	where required, seek clarification from appropriate personnel 1.2 Confirm safety and environmental protection requirements for the task according to workplace procedures 1.3 Identify, assess and take actions to mitigate risks and hazards associated with using mechanised equipment for forestry site preparation on steep slopes 1.4 Identify emergency plan procedures to follow in the event of an emergency 1.5 Identify location of site preparation task 1.6 Plan site preparation activities according to work order or instruction 1.7 Consult with appropriate personnel to ensure that work is coordinated effectively with others in the workplace 1.8 Select mechanised equipment and ground engaging attachment suitable for site preparation task 1.9 Check serviceability of mechanised equipment and ground engaging attachment 1.10 Select, fit and use personal protective equipment
2. Set up and operate machine	2.1 Carry out pre-start and start-up checks according to manufacturer instructions and workplace procedures 2.2 Identify faults or defects and rectify or report within scope of own responsibility according to workplace procedures 2.3 Drive, control and manoeuvre machine with site preparation attachments using techniques suited to equipment capabilities, site characteristics, slope and work conditions 2.4 Engage and disengage attachment according to manufacturer instructions and workplace procedures 2.5 Identify, remove or manage contaminants according to workplace procedures 2.6 Monitor and manage machine performance using appropriate indicators to ensure efficiency of operations 2.7 Monitor hazards and risks during operations and ensure safety of self, other personnel, plant and equipment 2.8 Park, shut down, secure and carry out post-operational inspection of machine according to workplace procedures

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
3. Carry out operator maintenance	3.1 Lock out machine according to workplace safety and manufacturer requirements 3.2 Access tools and service equipment required for performing routine maintenance according to manufacturer instructions 3.3 Check ground engaging attachments for wear and damage at appropriate or recommended intervals 3.4 Complete operator maintenance tasks according to manufacturer recommendations and workplace procedures 3.5 Record and report production outcomes and equipment faults to appropriate personnel

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret workplace documentation to determine work requirements
Writing	• Use technical and enterprise specific vocabulary to accurately and legibly complete workplace records and forms
Oral communication	• Ask questions to clarify contents of production plans
Numeracy	• Interpret numerical and graphical information shown on screens, displays and gauges

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FWPHAR3233 Use mechanised equipment for	Not applicable	This unit has been created to address an emerging skill or task required by	Newly created

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forestry site preparation		industry	

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPHAR3233 Use mechanised equipment for forestry site preparation on steep slopes

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that, on one occasion, the individual has:

- planned, prepared and safely and effectively operated mechanised equipment for forestry site preparation on steep slopes according to a work order or work instructions
- carried out routine equipment maintenance.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- information and requirements in production, site safety and environmental management plans relevant to forest site preparation operations
- industry standards, codes of practice and guidelines for forest site preparation operations on steep slopes, and their requirements as outlined in site safety and environmental management plans
- safe work procedures and safe working zones in forest site preparation operations
- hazards and risks related to operating mechanised equipment for forestry site preparation on steep slopes, and factors that can change or introduce new hazards
- types and correct positioning of warning signs, vehicle-to-vehicle communication systems and procedures to maintain communication and workplace safety during forestry site preparation operations
- firefighting and emergency response procedures
- potential environmental impacts of mechanised equipment for forestry site preparation:
  - cultural heritage
  - flora
  - fauna
  - ground compaction

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    - water contamination
    - soil erosion
- environmental protection procedures relevant to forest site preparation operations
- types and uses of ground engaging attachments
- effects of slope and terrain conditions on equipment setup, operation and stability
- machine specifications, restrictions and safe operating procedures, stability and operation in different terrain conditions and slopes, and methods to shut down the machine as outlined in workplace procedures or operator manual
- methods to conduct machine pre-operational checks and detect faults as outlined in workplace procedures or operator manual
- machine maintenance and servicing requirements as outlined in operator manuals
- reporting requirements regarding site, incident and hazard, personal reporting, check-in, production, and equipment maintenance
- features, components, capacity and uses of mechanised equipment used in forestry site preparation on steep slopes
- reasons and procedures for maintenance of mechanised equipment and ground engaging attachments.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
    - skills must be demonstrated in a forestry site preparation setting
- resources, equipment and materials:
    - mechanised equipment and ground engaging attachments used in forestry site preparation on steep slopes
    - forestry site with steep slopes for site preparation activities
    - personal protective equipment required in site preparation activities operations
    - vehicle-to-vehicle communication system
- specifications:
    - access to work order or instruction detailing forestry site preparation activities to be carried out by operator
    - access to workplace safety and environmental protection policies and procedures applicable to forestry site preparation activities operations
    - access to production plan
    - access to site emergency procedure
    - access to workplace safe operating procedures for mechanised equipment used in forestry site preparation on steep slopes
    - access to user manual for vehicle-to-vehicle communication system.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

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Links

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FWPSAW2211 Round softwood logs

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 5.0.

Application

This unit of competency describes the skills and knowledge required to shape debarked logs into round poles to a set diameter for further downstream processing using a machine that shapes the debarked log into a round pole.

The unit applies to individuals who round softwood logs in a timber processing plant.

All work must be carried out to comply with workplace procedures, according to state/territory health and safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Sawmilling and Processing (SAW)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for rounding logs	1.1 Review work order to determine job requirements and, where required, seek clarification from appropriate personnel 1.2 Review environmental protection procedures and workplace health and safety requirements, including use of personal protective

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	equipment, equipment lock-out and safe manual handling techniques 1.3 Identify, assess and take actions to mitigate risks and hazards associated with rounding operations 1.4 Identify and implement workplace procedures for minimising waste material and maximising energy efficiency 1.5 Assess logs to be rounded for diameter, species, faults and moisture content
2. Round logs	2.1 Use equipment according to workplace safety procedures, manufacturer instructions and environmental protection practices 2.2 Complete pre-start-up checks to ensure operational effectiveness 2.3 Feed material into the machine at feed rate according to workplace procedures 2.4 Maintain rounding process and adjust to maximise feed rate 2.5 Check rounding process and conveyors regularly, adjusting to maintain desired quality and output 2.6 Reject and dispose of sub-standard logs according to environmental protection practices 2.7 Direct rounded logs to the designated area according to work order 2.8 Identify routine processing faults, and resolve or report to appropriate personnel
3. Complete operator maintenance	3.1 Lock out equipment according to workplace safety procedures 3.2 Check cutters for bluntness or damage 3.3 Remove and replace cutters according to manufacturer recommendations 3.4 Dispose of used cutters according to environmental protection practices 3.5 Complete basic non-specialist equipment maintenance, including greasing and lubricating moving parts and inspecting for wear or damage 3.6 Keep machine clear of dust and debris according to workplace safety procedures 3.7 Record and report equipment faults and maintenance requirements to appropriate personnel

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
4. Complete handover	4.1 Complete production and quality records 4.2 Brief and hand over documentation to changeover operator

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Extracts key information from operational manuals to determine safe operating procedures for equipment
Writing	• Prepares routine written reports using required format, language and structure
Oral communication	• Employs active listening and questioning to clarify content of work orders
Numeracy	• Identifies quantities of required material within work orders, and counts number of logs to be rounded • Performs routine calculations to determine log diameters • Calculates the feed rate to optimise quality and quantity of production output
Navigate the world of work	• Understands main tasks, responsibilities and boundaries of own role
Interact with others	• Uses modes of communication suitable to purpose to confirm and clarify understanding
Get the work done	• Recognises and responds to routine problems

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FWPSAW2211 Round softwood	FWPSAW2207 Round softwood	Updated workplace health and safety requirements in	Equivalent unit

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logs	logs	performance criteria and performance evidence; removed reference to scanners; updated foundation skills	

Links

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Assessment Requirements for FWPSAW2211 Round softwood logs

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 5.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has, on at least on one occasion, rounded softwood logs using a machine that shapes the debarked log into a round pole, and has:

- followed work order and relevant workplace health and safety and environmental protection procedures
- identified, assessed and taken actions to mitigate risks and hazards associated with rounding activities
- rounded softwood logs following workplace policies and procedures
- stored poles according to workplace requirements
- completed each of the following basic non-specialist maintenance activities on at least one occasion:
  - checked the operation of emergency stop buttons and lock-out systems
  - cleaned the machine of wood chips and sawdust
  - replaced blunt cutters
  - inspected machine parts for wear or damage, including guards
  - greased and lubricated moving parts
- completed handover functions.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose, features and operation of equipment used to round softwood logs:
  - measuring equipment
  - rounding plant
  - scanners that calibrate dimension sizes
  - back-up computer device

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  - automated conveyor system to transport logs to and from the rounding plant
  - maintenance tools and equipment for cutters
- methods used to assess logs for:
  - diameter
  - curvature
  - faults
  - species
  - moisture content
- typical work flow processes for rounding logs
- typical flow of log supply in and out of the production area
- range of feed rates and how they affect production output and finished quality of rounded logs
- methods for assessing and rectifying typical scanner problems:
  - tangles
  - sorting pockets
  - monitor failure
- methods for assessing cutter condition
- log rounding systems, processes, feed rates and finish
- characteristics of timber
- storage systems and labelling
- environmental protection practices for forest products factory settings:
  - reducing water and energy use
  - cleaning plant, tools and equipment
  - disposing of, recycling and reusing timber
- typical log defects and how they affect ability to produce quality rounded softwood logs:
  - warp
  - wane
  - curvature
  - cupping
  - shakes
  - insect defects
  - knots
  - resin pockets
- workplace procedures specific to rounding logs:
  - workplace health and safety, with particular emphasis on equipment lock-out and use of personal protective equipment (PPE)
  - communication reporting lines
  - recording and reporting processing problems and equipment faults.

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Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a timber processing plant or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - measuring equipment
  - moisture probes
  - rounding plant
  - automated conveyor system to transport logs to and from the rounding plant
  - maintenance tools and equipment for cutters
  - consumable cutters
  - PPE suitable for producing sawing and moving flitches and cants
  - a selection of logs
- specifications:
  - manufacturer instructions for use, repair and maintenance of equipment
  - work order with specific instructions for rounding logs and despatch to downstream processing
  - template documents for recording equipment faults and maintenance requirements
  - workplace procedures for rounding logs.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPSAW2212 Assemble materials using nail plates

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to prepare and assemble materials using nail plates. It includes stacking, strapping and despatching products in readiness for transport to a construction site.

The unit applies to production workers, sawmill workers and manufacturing assistants who undertake specified activities under the direction of more experienced workers.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Sawmilling and Processing (SAW)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for assembly	1.1 Determine job requirements from production plan or work order and seek clarification from appropriate person where required 1.2 Identify and obtain type and quantity of material and nail plates in preparation for assembling 1.3 Confirm safety requirements for assembling materials using nail plates according to workplace safety procedures

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.4 Select, fit and use personal protective equipment (PPE) 1.5 Select appropriate tools and equipment, and check for operational effectiveness according to manufacturer recommendations
2. Assemble materials	2.1 Select pre-cut timber components from material cutting list 2.2 Reject material with defects and dispose of according to environmental requirements 2.3 Use equipment following workplace safety and environmental requirements and manufacturer instructions 2.4 Identify allowable number and position of joins from production plan 2.5 Position and clamp components ready for joining with allowable faults, joins and grain according to construction standards and grading rules 2.6 Staple components to maintain temporary alignment during assembly
3. Install nail plates	3.1 Locate nail plates, position nail plate press over joints and install nail plates according to production plan 3.2 Repair or dispose of substandard and damaged nail plates according to workplace and environmental requirements 3.3 Correct assembly faults according to workplace procedures 3.4 Identify and resolve routine processing and equipment faults, and report to appropriate person
4. Prepare material for despatch and report outcomes	4.1 Check finished material for quality, and label according to work order 4.2 Remove components from machinery and safely stack in designated location 4.3 Strap, pack and label finished material ready for transportation 4.4 Avoid wastage of strapping and packaging materials and maximise use of recycled materials 4.5 Clean work area and recycle, reuse or dispose of waste according to workplace and environmental requirements 4.6 Complete production and quality records and report according to workplace procedures

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Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Writing	• Produce labels that accurately identify products in production plans and work order ready for transportation • Complete workplace records accurately and legibly using technical and industry specific vocabulary
Oral communication	• Listen actively to clarify contents of production plans and work orders • Report processing and equipment faults accurately and unambiguously using industry terminology
Numeracy	• Use addition and multiplication to calculate quantity of individual and total components and nail plates

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FWPSAW2212 Assemble materials using nail plates	FWPSAW2205 Assemble materials using nail plates	Application and Performance Criteria reworded Updated Foundation Skills and Assessment Requirements	Equivalent

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPSAW2212 Assemble materials using nail plates

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has assembled materials using nail plates for two different work orders or production plans, and has:

- determined the quality of materials and discarded non-compliant materials
- safely and correctly used machinery, equipment and nail plate press to assemble materials
- followed workplace policies and procedures relevant to assembling materials using nail plates
- strapped, packed and accurately labelled completed bundles in preparation for transport.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- production plans, work orders and manufacturer specifications for using nail plates
- workplace safety and environmental policies and procedures relating to material assembly with nail plates
- relevant standards and specifications for timber assembly using nail plates
- the purpose, features and operation of various types of tools and equipment used for assembling products:
  - measuring equipment
  - assembly machinery
  - nail plate presses
  - staple guns
  - nail guns
  - compressor or compressed air supply
  - marking equipment
  - strapping equipment

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- methods, processes and techniques of:
  - assembling materials using nail plates
  - layout, storing and stacking of finished materials
  - recording and reporting production outcomes and equipment faults
  - workplace communication
- assembly sequences
- typical assembly faults triggering correction to ensure product quality:
  - incorrectly positioned joints
  - timber splits from nailing
  - incorrectly positioned nail plates
- industry standard cross-sections, lengths and tolerances
- environmental requirements for disposing of, recycling and reusing timber
- characteristics of timbers and typical timber defects which impact nail plate usage:
  - warp
  - wane
  - cupping
  - shakes
  - insect defects
  - knots
  - resin pockets
- workplace safety requirements relevant to assembling material using nail plates:
  - hazard identification and control measures
  - use of equipment and equipment lock-out
  - personal protective equipment (PPE)
  - hazardous manual tasks.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a manufacturing or processing facility or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - tools, equipment and machinery to assemble materials
  - materials and nail plates to assemble products
  - PPE
- specifications:
  - access to workplace safety and environmental policies and procedures applicable to assembling materials using nail plates
  - access to nail plate manufacturer specifications and instructions

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- access to work orders or production plans to assemble materials using nail plates
- relationships:
  - person to confirm work order and report production and equipment issues.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPSAW3230 Perform primary log breakdown

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 5.0.

Application

This unit of competency describes the skills and knowledge required to operate an automatic, manual or semi-automated log breakdown system, namely a headrig saw centre and accompanying conveying systems, to convert logs into flitches or cants.

The unit applies to individuals who operate breakdown equipment to convert logs into flitches or cants for re-sawing in a timber processing plant.

All work must be carried out to comply with workplace procedures, according to state/territory health and safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Sawmilling and Processing (SAW)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for primary log breakdown	1.1 Review work order and, where required, check with appropriate personnel 1.2 Review workplace health and safety procedures, including the use of personal protective equipment, equipment lock-out and safe manual

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	handling techniques 1.3 Identify, assess and take actions to mitigate risks and hazards associated with performing primary log breakdown 1.4 Identify workplace environmental protection procedures for minimising and disposing of waste material, cleaning tools and equipment, and maximising energy efficiency 1.5 Match cutting pattern and product mix to available logs according to workplace procedures 1.6 Identify processing constraints and potential solutions according to workplace procedures
2. Operate breakdown equipment to produce cants and flitches	2.1 Complete pre-start-up checks according to manufacturer and workplace procedures 2.2 Check input logs to ensure compliance with specifications 2.3 Check that other upstream and downstream processing stages are ready for production 2.4 Select cutting programme based on incoming logs and work order requirements 2.5 Cut trial log to check for quality and compliance with cutting schedule requirements 2.6 Operate breakdown equipment to comply with the cutting strategy, maximise grade and size and optimise recovery value 2.7 Manage product flow to ensure efficient workflow in the sawmill and optimise breakdown operations
3. Monitor the performance of breakdown equipment	3.1 Enter control information into any control device fitted to the breakdown equipment according to workplace procedures 3.2 Monitor and interpret output data according to workplace procedures 3.3 Monitor output from the breakdown equipment and implement corrective action according to workplace procedures 3.4 Complete production, maintenance and quality records according to workplace procedures 3.5 Identify routine processing problems, and resolve or report to appropriate personnel
4. Implement routine	4.1 Carry out preventative maintenance and cleaning schedule for

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
maintenance procedures for breakdown equipment	breakdown equipment according to workplace procedures 4.2 Coordinate saw changes with other staff and make adjustments to breakdown equipment according to workplace procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Extracts information from manufacturer procedures to verify safe lock-out procedures when performing routine equipment maintenance • Determines work specifications by identifying information in work orders
Writing	• Completes basic written reports for maintenance staff on observed equipment faults • Completes hazard identification forms
Oral communication	• Asks open and closed questions to clarify work instructions • Responds to questions on routine matters related to output quality from quality control personnel
Numeracy	• Counts number of logs to be sawn • Performs basic calculations to determine feed rate to optimise quality and quantity of production output
Navigate the world of work	• Understands main tasks, responsibilities and boundaries of own role
Interact with others	• Participates in conversations with team members relevant to the implementation of maintenance procedures
Get the work done	• Identifies and responds to routine problems • Plans and organises own work activities and resources

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FWPSAW3230 Perform primary log breakdown	FWPSAW3203 Break down logs	Updated unit title to focus unit on primary log breakdown process; revised elements, performance criteria and evidence; updated foundation skills; clarified assessment requirements	No equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPSAW3230 Perform primary log breakdown

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 5.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that, on at least one occasion, the individual has:

- followed work order and relevant workplace health and safety and environmental protection procedures
- broken down logs to produce flitches or cants according to a work order
- monitored the performance of breakdown equipment
- implemented routine maintenance procedures for breakdown equipment.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- types of risk and hazards and mitigation measures associated with breaking down logs
- workplace procedures specific to breaking down logs:
  - workplace health and safety, with particular emphasis on equipment lock-out and use of personal protective equipment (PPE)
  - communication reporting lines
  - recording and reporting of processing problems and equipment faults
- environmental protection practices specific to timber processing plants:
  - reducing water and energy use
  - cleaning plant, tools and equipment
  - disposing of, recycling and reusing timber
- basic operations that transform logs into sawn boards:
  - sawing
  - edging
  - trimming

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- distinction between primary and secondary log breakdown
- best opening face (BOF)
- purpose, operating components and operation of breakdown equipment:
  - headrig saw centre and accompanying conveying systems
- operating parameters and capability of breakdown equipment
- safety features of breakdown equipment:
  - isolation procedures
  - stop button
  - lock-out switch or system
  - hold cards
  - guards
- processing constraints and potential solutions:
  - markets
  - log supply
  - product mix
  - downstream processing options
- role of breakdown equipment in the log conversion process
- typical workflow processes for breaking down logs
- hazards associated with the operation of breakdown equipment:
  - moving equipment
  - dust
  - mobile plant
  - noise
- typical flow of log supply in and out of the sawing area
- range of cutting patterns used on logs to achieve maximum output of flitches and cants
- range of feed rates and how they affect production output and finished quality of flitches and cants
- characteristics of timber and typical log defects and the impact on the production of quality flitches and cants:
  - warp
  - wane
  - curvature
  - cupping
  - shakes
  - insect defects
  - knots
  - resin pockets
- breakdown processes, feed rates and finish
- methods for assessing saw blade condition
- types of storage and labelling systems

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- types of and processes for implementing routine operator maintenance activities associated with sawing operations.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a timber processing plant or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - automatic, manual or semi-automated log breakdown system
  - PPE for breaking down logs
  - a selection of logs
- specifications:
  - manufacturer instructions for equipment operation and maintenance
  - work order with specific instructions for breaking down logs and despatching to downstream processing
  - template documents for recording equipment faults and maintenance requirements
  - organisational policies and procedures for breaking down logs.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPSAW3231 Perform secondary log breakdown

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 5.0.

Application

This unit of competency describes the skills and knowledge required to perform secondary log breakdown by sawing flitches and cants to produce edged (cut lengthwise) and trimmed (cut widthwise) boards.

The unit applies to individuals who saw flitches and cants to produce edged boards in a timber processing plant.

All work must be carried out to comply with workplace procedures, according to state/territory health and safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Sawmilling and Processing (SAW)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for secondary log breakdown	1.1 Review work order and, where required, check with appropriate personnel 1.2 Review workplace health and safety procedures, including the use of personal protective equipment, equipment lock-out and safe manual

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	handling techniques 1.3 Identify, assess and take actions to mitigate risks and hazards associated with performing secondary log breakdown 1.4 Identify workplace environmental protection procedures for minimising and disposing of waste material, cleaning tools and equipment, and maximising energy efficiency 1.5 Match cutting pattern and product mix to cants and flitches according to workplace procedures 1.6 Identify processing constraints and potential solutions according to workplace procedures
2. Operate sawing equipment	2.1 Complete pre-start checks according to manufacturer and workplace procedures 2.2 Check input cants and flitches to ensure compliance with specifications 2.3 Check that other upstream and downstream processing stages are ready for production 2.4 Select cutting programme based on incoming cants and flitches and work order requirements 2.5 Cut trial cant or flitch to check for quality and compliance with cutting schedule requirements 2.6 Operate sawing equipment to comply with the cutting strategy, maximise grade and size, and optimise recovery value 2.7 Manage product flow to ensure efficient workflow in the sawmill and optimise secondary breakdown operations
3. Monitor the performance of sawing equipment	3.1 Enter control information into any control device fitted to the sawing equipment according to workplace procedures 3.2 Monitor and interpret output data according to workplace procedures 3.3 Monitor output from the sawing equipment and implement corrective action according to workplace procedures 3.4 Complete production, maintenance and quality records according to workplace procedures 3.5 Identify routine processing problems, and resolve or report to appropriate personnel

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
4. Implement routine maintenance procedures for sawing equipment	4.1 Carry out preventative maintenance and cleaning schedule for sawing equipment according to workplace procedures 4.2 Coordinate saw changes with other staff and make adjustments to breakdown equipment according to workplace procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Extracts information from manufacturer procedures to verify safe lock-out procedures when performing routine equipment maintenance • Determines work specifications by identifying information in work orders
Writing	• Completes basic written reports for maintenance staff on observed equipment faults • Completes hazard identification forms
Oral communication	• Asks open and closed questions to clarify work instructions • Responds to questions on routine matters related to output quality from quality control personnel
Numeracy	• Counts number of cants and flitches to be sawn • Performs basic calculations to determine feed rate to optimise quality and quantity of production output
Navigate the world of work	• Understands main tasks, responsibilities and boundaries of own role
Interact with others	• Participates in conversations with team members relevant to the implementation of maintenance procedures
Get the work done	• Identifies and responds to routine problems • Plans and organises own work activities and resources

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FWPSAW3231 Perform secondary log breakdown	FWPSAW3204 Saw flitches and cants	Updated unit title, application statement, elements and performance criteria to focus unit on secondary log breakdown process; updated foundation skills; clarified assessment requirements; clarified assessment conditions	No equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPSAW3231 Perform secondary log breakdown

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 5.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that, on at least one occasion, the individual has:

- followed work order and relevant workplace health and safety and environmental protection procedures
- operated sawing equipment to break down flitches and cants to produce edged (cut lengthwise) and trimmed (cut widthwise) boards
- monitored the performance of sawing equipment
- implemented routine maintenance procedures for sawing equipment.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- types of risk, hazards and mitigation measures associated with secondary log breakdown operations
- workplace procedures specific to breaking down logs:
  - workplace health and safety, with particular emphasis on equipment lock-out and use of personal protective equipment (PPE)
  - communication reporting lines
  - recording and reporting of processing problems and equipment faults
- environmental protection practices for forest products factory settings:
  - reducing water and energy use
  - cleaning plant, tools and equipment
  - disposing of, recycling and reusing timber
- distinction between primary and secondary log breakdown
- basic operations that transform logs into sawn boards:
  - sawing

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  - edging
  - trimming
- impact of secondary log breakdown on recovery
- purpose, operating components and operation of sawing equipment
- operating parameters and capability of sawing equipment
- safety features of sawing equipment:
  - isolation procedures
  - stop button
  - lock-out switch or system
  - hold cards
  - guards
- processing constraints and potential solutions:
  - markets
  - flitch and cant supply
  - timber defects
  - product mix
  - downstream processing options
- typical workflow processes for secondary log breakdown
- hazards associated with the operation of sawing equipment:
  - moving equipment
  - dust
  - mobile plant
  - noise
- typical flow of log supply in and out of the sawing area
- range of cutting patterns used on logs to achieve maximum output of edged (cut lengthwise) and trimmed (cut widthwise) boards
- range of feed rates and how they affect production output and finished quality of boards
- characteristics of timber
- breakdown processes, feed rates and finish
- methods for assessing saw blade condition
- types of storage and labelling systems
- typical log defects and the impact on production of quality flitches and cants:
  - warp
  - wane
  - curvature
  - cupping
  - shakes
  - insect defects
  - knots
  - resin pockets

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- types of and processes for implementing routine operator maintenance activities associated with sawing operations.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a timber processing plant or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - automatic, manual or semi-automated sawing equipment for use in secondary log breakdown
  - PPE for the secondary log breakdown
  - a selection of cants and flitches
- specifications:
  - manufacturer instructions for equipment operation and maintenance
  - work order with specific instructions for secondary log breakdown and despatching to downstream processing
  - template documents for recording equipment faults and maintenance requirements
  - workplace policies and procedures for secondary log breakdown.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPSAW3232 Sharpen band saw blades

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 5.0.

Application

This unit of competency describes the skills and knowledge required to assess the condition of narrow and wide band saw blades, set up the sharpening machine and sharpen saw blades with a grinder.

The unit applies to individuals who sharpen band saws in a saw technician workshop or sawmill.

All work must be carried out to comply with workplace procedures, according to state/territory health and safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Sawmilling and Processing (SAW)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for sharpening	1.1 Review work order to determine job requirements and, where required, seek clarification from appropriate personnel 1.2 Review environmental protection procedures and workplace health and safety requirements, including the use of personal protective

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	equipment, equipment lock-out and safe manual handling techniques 1.3 Identify, assess and take actions to mitigate risks and hazards associated with sharpening operations 1.4 Identify and implement workplace procedures for minimising waste material and maximising energy efficiency
2. Assess band saw blade condition	2.1 Assess condition of blade teeth and cutting performance of blade to determine the need to replace or sharpen 2.2 Measure the kerf of the teeth before sharpening to ensure compliance with workplace standards 2.3 Assess condition of prior repairs, blade teeth, set and tension
3. Set up sharpening machine	3.1 Select sharpening machine and perform pre-operational check to determine operational effectiveness of the machine 3.2 Change or dress grinding wheel as required 3.3 Adjust sharpening machine settings to suit required blade geometry, taking into account material to be sawn, speed and direction of sawing process and cutting angle for sawing 3.4 Prepare grinding coolant system according to manufacturer instructions
4. Sharpen band saw blade	4.1 Set saw blade in the sharpening machine to manufacturer recommendations 4.2 Align saw blade tooth with the machine feed mechanism 4.3 Conduct tests to ensure teeth and machine feed mechanism are aligned 4.4 Establish depth of machine cut and in-feed from blade condition 4.5 Monitor machine sharpening process to ensure correct grinding conditions and geometry 4.6 Finalise process and check the blade for sharpness, correct cutting angle and profile 4.7 Identify damaged and exhausted saw blades and dispose of these according to environmental protection practices 4.8 Package band saw for protection during return to service 4.9 Identify routine processing and equipment faults, and resolve or report to appropriate personnel

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Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Extracts essential information from operational manuals to determine safe operating procedures for sharpening machine
Writing	• Prepares routine written reports using the required format, language and structure
Oral communication	• Employs active listening and questioning to clarify content of work orders
Numeracy	• Performs basic mathematical calculations to determine correct machine settings in relation to speed, pitch and angle • Performs basic mathematical calculations to measure kerf and blade gauge to calculate side clearance
Navigate the world of work	• Understands main tasks, responsibilities and boundaries of own role
Interact with others	• Uses modes of communication suitable to purpose to confirm and clarify understanding
Get the work done	• Recognises and responds to routine problems

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FWPSAW3232 Sharpen band saw blades	FWPSAW3207 Sharpen band saws	Revised and split element 2; clarified performance evidence; minor edits to knowledge evidence; updated unit code and title for clarity and compliance	Equivalent unit

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Links

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Assessment Requirements for FWPSAW3232 Sharpen band saw blades

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 5.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that, on at least one occasion, the individual has:

- sharpened one or more of the following types of saw blades:
  - narrow band saw blade
  - wide band saw blade
- followed work order and relevant workplace health and safety and environmental protection procedures
- assessed the cutting performance of the blade, taking into account:
  - saw performance balanced against achievement of required production time
  - degree of deviation in the range of sawn products
- assessed the condition of blade teeth for:
  - sharpness of each tooth
  - damage to teeth
  - straightness of teeth
  - kerf width
- set up the sharpening machine.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- basic knowledge of physics of sawing, including:
  - saw blade material and properties
  - impact of timber properties on saw blades
  - direction of cut
  - forces on a blade

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    - heat removal
    - sawtooth configuration
- purpose, features and operation of band saws for which blades are sharpened
- features and names of different parts of band saw blades
- purpose, features and operation of tools and equipment used to sharpen band saw blades:
    - sharpening machines
    - grinding wheels
- importance of sharpening and setting teeth and tension to match requirements for:
    - characteristics of various materials sawn
    - speed of the sawing process
    - direction of the sawing process
    - hook/rake angles for sawing
    - saw blade specifications
- methods for:
    - assessing saw blade condition
    - sharpening blades to specified requirements
    - grinding teeth to a specified profile
    - tensioning blades to specified requirements
    - aligning saw teeth
- tooth pitch and tooth angles at which blades are sharpened (blade geometry)
- range of speeds at which abrasive wheels can be operated without damaging blades
- coolants used in the sharpening process, and impact on efficient sharpening
- types of risk and hazards, and mitigation measures associated with sharpening band saw blades
- workplace policies and procedures specific to sharpening band saw blades:
    - workplace health and safety, with particular emphasis on use of personal protective equipment (PPE) and safe manual handling techniques
    - communication reporting lines
    - recording and reporting of processing and equipment faults
- environmental protection practices for repairing and maintaining tools and equipment in sawmills:
    - reducing water and energy use
    - cleaning plant, tools and equipment
    - disposing of, recycling and reusing materials.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
    - skills must be demonstrated in a saw technician workshop, a sawmill or an environment that accurately represents workplace conditions

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- resources, equipment and materials:
  - sharpening machines
  - grinding wheels
  - grinding coolant where applicable
  - band saws for which blades are to be sharpened
  - one or more of the following types of band saw blades to be sharpened: wide band saw blades used for processing timber products, narrow band saw blades used for cutting both ferrous and non-ferrous materials
  - PPE suitable for sharpening band saw blades
- specifications:
  - manufacturer instructions for use, repair and maintenance of equipment
  - work order with specific instructions for sharpening band saw blades
  - template documents for recording equipment faults and maintenance requirements
  - workplace procedures for sharpening band saw blades.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPSAW3233 Sharpen circular saw blades

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 5.0.

Application

This unit of competency describes the skills and knowledge required to assess and sharpen circular saw blades with an automatic or manually controlled grinder.

The unit applies to individuals who sharpen circular saw blades used in a saw technician workshop or timber processing facility.

All work must be carried out to comply with workplace procedures, according to state/territory health and safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Sawmilling and Processing (SAW)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for work	1.1 Review work order to determine job requirements and, where required, seek clarification from appropriate personnel 1.2 Review workplace health and safety procedures, including the use of personal protective equipment, equipment lock-out and safe manual

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	handling techniques 1.3 Identify, assess and take actions to mitigate risks and hazards associated with sharpening circular saw blades 1.4 Identify workplace environmental protection procedures for minimising and disposing of waste material, cleaning tools and equipment, and maximising energy efficiency 1.5 Select appropriate equipment for grinding, and check for safety and operational effectiveness according to manufacturer specifications
2. Assess saw blade condition and set up the grinder	2.1 Remove and replace saw blades from sawing equipment 2.2 Assess cutting performance of the blade and determine the need to replace or sharpen 2.3 Assess prior repairs and condition of teeth, set and straightness of blade 2.4 Select grinding machine with suitable wheel characteristics, diameter and thickness and dress and profile wheel to match saw blade profile requirements 2.5 Adjust grinding machine settings to suit required tooth profile geometry, blade set or kerf, blade thickness and diameter to manufacturer recommendations 2.6 Set up saw blade in the grinder with appropriate attachments for tooth pitch
3. Sharpen circular saw blade	3.1 Grind saw blade body before sharpening the tooth to maintain clearance 3.2 Grind tooth profiles to achieve required sharpness, surface finish and back clearance angle 3.3 Maintain tooth profile to industry standards 3.4 Keep variations in tooth height within industry or manufacturer tolerances for concentricity 3.5 Control wheel and saw hand feeds to minimise wear, avoid burn marks and maintain smooth surface finish 3.6 Identify damaged and exhausted circular saw blades and dispose of these according to workplace procedures and environmental protection practices 3.7 Clean the work area and equipment 3.8 Identify and record routine processing and equipment faults, and

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	resolve or report to appropriate personnel

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Numeracy	• Performs precise mathematical calculations to determine correct specifications for grinding teeth to angle, pitch, tooth height and gullet depth • Uses basic mathematical symbols and conventions in completing routine workplace reports
Navigate the world of work	• Understands main tasks, responsibilities and boundaries of own role
Interact with others	• Uses modes of communication suitable to purpose to confirm and clarify understanding
Get the work done	• Recognises and responds to routine problems

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FWPSAW3233 Sharpen circular saw blades	FWPSAW3208 Sharpen circular saws	Revised performance criteria and performance evidence to clarify tasks; minor updates to knowledge evidence; updated unit code and title for clarity and compliance	Equivalent unit

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Links

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Assessment Requirements for FWPSAW3233 Sharpen circular saw blades

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 5.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that, on at least one occasion, the individual has:

- set up and operated a manually controlled grinder to sharpen one or both of the following types of circular saw blades:
  - circular crosscut blades
  - rip saw blades.

In doing the above job, the individual has:

- reviewed work order to determine job requirements
- followed relevant workplace health and safety and environmental protection procedures
- removed and replaced circular saw blades from the sawing equipment
- assessed cutting performance and determined need to replace or sharpen blades
- assessed condition of blade teeth, including:
  - sharpness of tooth cutting edges
  - angles within the tooth profile
  - tooth strength
  - damage to teeth
  - pitch
  - gullet depth
- sharpened circular saw blades according to workplace procedures
- cleaned work area and equipment
- identified routine processing and equipment faults, and resolved or reported to appropriate personnel.

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Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- basic knowledge of physics of sawing, including:
  - saw blade material and properties
  - impact of timber properties on saw blades
  - direction of cut
  - forces on a blade
  - heat removal
  - sawtooth configuration
- purpose, features and operation of saws for which circular saw blades are sharpened
- features and names of different parts of circular saw blades
- purpose, features and operation of tools and equipment used to sharpen circular saw blades:
  - gulleting and grinding machines
  - machine attachments
  - abrasive wheels
  - hand-held tools
- importance of sharpening and setting teeth and tension to match requirements for:
  - characteristics of various materials sawn
  - speed of the sawing process
  - direction of the sawing process
  - cutting angle for sawing
  - saw blade specifications
- methods for:
  - removing saw blades from equipment
  - assessing saw blade condition
  - maintaining clearance between the body and the tooth of a saw blade
  - sharpening blades to specified requirements
  - grinding teeth to a specified profile
  - maintaining concentricity of teeth
- tooth pitch and tooth angles at which blades are sharpened (blade geometry)
- range of speeds at which abrasive wheels can be operated without damaging saw blades
- risks and hazards and mitigation measures associated with sharpening circular saw blades
- procedures specific to sharpening circular saw blades:
  - workplace health and safety, with particular emphasis on equipment lock-out, the use of personal protective equipment (PPE) and safe manual handling techniques
  - communication reporting lines
  - recording and reporting of processing and equipment faults

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- environmental protection practices applied to saw technician workshops and timber processing facilities:
  - reducing water and energy use
  - cleaning plant, tools and equipment
  - disposing of, recycling and reusing materials.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a saw technician workshop, a timber processing facility or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - tools and equipment used to sharpen circular saw blades: gulleting and grinding machines, machine attachments, hand-held tools and abrasive wheels
  - saws for which circular saw blades are to be sharpened
  - one or more of the following types of circular saw blades to be sharpened: circular crosscut blades, rip saw blades
  - PPE suitable for sharpening circular saw blades
- specifications:
  - manufacturer instructions for use, repair and maintenance of equipment
  - work order with specific instructions for sharpening circular saw blades
  - template documents for recording operational problems and equipment faults
  - workplace procedures for sharpening circular saw blades.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPSAW3234 File and set saw blades for hand saws and circular saws

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 5.0.

Application

This unit of competency describes the skills and knowledge required to file and set saw blades for hand saws and circular saws. This activity includes removing and replacing saw blades, positioning blades in jigs, stands or vices, producing bevels along the back clearance angles of teeth, checking blade clearance requirements and setting teeth to workplace requirements.

The unit applies to individuals who file and set saw blades in a saw technician workshop or timber processing facility.

All work must be carried out to comply with workplace procedures, according to state/territory health and safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Sawmilling and Processing (SAW)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for filing and	1.1 Review work order to determine job requirements and, where

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
setting saw blades	required, seek clarification from appropriate personnel 1.2 Review workplace health and safety procedures, including the use of personal protective equipment, equipment lock-out and safe manual handling techniques 1.3 Identify, assess and take actions to mitigate risks and hazards associated with filing and setting saws 1.4 Identify workplace environmental protection procedures for minimising and disposing of waste material, cleaning tools and equipment, and maximising energy efficiency 1.5 Select appropriate repair and maintenance equipment and check for operational effectiveness according to manufacturer recommendations 1.6 Remove and replace saw blades according to safe work practices and manufacturer instructions
2. File teeth	2.1 Assess saw blade condition 2.2 Select appropriate tools and equipment 2.3 Sharpen saw blade to strip mark 2.4 Check saw blade cutting edge is sharp with consistent angle face, back and corners 2.5 Check tooth profiles are uniform and sharpened according to workplace procedures 2.6 Inspect sharpened saw blade and identify sharpening defects 2.7 Repair saw blade sharpening defects or remove the blade from service
3. Set saw blade	3.1 Set up saw blade in a selected jig to enable setting work 3.2 Check kerf and finish requirements to suit machine horsepower, saw type, materials to be sawn and cutting conditions 3.3 Examine individual teeth to check the amount of setting required 3.4 Maintain consistency of set between alternate teeth 3.5 Measure and assess teeth for the correct setting 3.6 Bevel teeth and assess bevel length 3.7 Apply set to teeth and allow for estimated spring back 3.8 Check set to teeth using gauges according to workplace procedures

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	3.9 Identify routine processing and equipment faults, and resolve or report to appropriate personnel

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Numeracy	• Applies standard units of measurement in saw setting • Uses basic estimation skills to determine spring back • Interprets numerical information on a setting gauge
Navigate the world of work	• Understands main tasks, responsibilities and boundaries of own role
Interact with others	• Uses modes of communication suitable to purpose to confirm and clarify understanding
Get the work done	• Recognises and responds to routine problems

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FWPSAW3234 File and set saw blades for hand saws and circular saws	FWPSAW3210 File and set saws	Clarified the type of sawing equipment for which saw blades are filed and set; updated unit code and title to reflect application and for compliance	Equivalent unit

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Links

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Assessment Requirements for FWPSAW3234 File and set saw blades for hand saws and circular saws

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 5.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that, on at least one occasion, the individual has:

- followed work order and relevant workplace health and safety and environmental protection procedures
- removed and replaced saw blades from a hand saw, circular saw or both
- assessed saw blade condition through checking for each of the following:
  - cracks
  - altered state of tension in a blade from excessive heat during cutting
  - weaknesses or damage caused through the stress of bending teeth
- bevelled teeth and assessed bevel lengths, widths, angles and surface texture according to workplace procedures and production requirements
- set teeth and assessed conditions in line with standard operating procedures.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose, features and operation of saws for which blades are filed and set:
  - hand saws
  - circular saws
- features and names of different parts of saw blades
- purpose, features and operation of tools and equipment used to file and set saw blades:
  - jigs
  - vices
  - setting instruments
  - levers and gauges

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  - automatic or hand-held grinders
  - bevel files
- importance of setting teeth to match requirements for:
  - characteristics of various materials sawn
  - speed of the sawing process
  - direction of the sawing process
  - cutting angle for sawing
  - saw blade specifications
- methods for:
  - removing saw blades from saws
  - assessing saw blade condition
  - setting teeth to a specified profile
  - grinding and bevelling teeth to required shape, tolerance and pitch
  - compensating for the effects of spring back
- back clearance and face angles at which blades are bevelled (blade geometry)
- characteristics of metal used in saw blades
- causes and consequences of spring back
- types of risk and hazards and mitigation measures associated with filing and setting saw blades
- workplace policies and procedures specific to filing and setting saw blades:
  - workplace health and safety, with particular emphasis on equipment lock-out, the use of personal protective equipment (PPE) and safe manual handling techniques
  - communication reporting lines
  - recording and reporting of processing and equipment faults
- environmental protection practices applicable to saw technician workshops or timber processing facilities:
  - reducing water and energy use
  - cleaning plant, tools and equipment
  - disposing of, recycling and reusing materials.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a saw technician workshop, a timber processing facility or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - tools and equipment used to file and set saw blades: jigs, vices, setting instruments, levers and gauges, automatic or hand-held grinders, hand files
  - one or more of the following types of saws for which the saw blade is to be filed and set: hand saws, circular saws

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    - PPE suitable for filing and setting saw blades
- specifications:
    - template documents for recording processing and equipment faults
    - manufacturer instructions for use, repair and maintenance of equipment
    - work order with specific instructions for filing and setting saw blades in specified sawing equipment
    - workplace policies and procedures for filing and setting saw blades.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPSAW3235 Recondition saw guides

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 5.0.

Application

This unit of competency describes the skills and knowledge required to review, adjust, grind or machine and replace guides in band saws to assure smooth and straight running.

The unit applies to individuals who recondition guides in a sawmill.

All work must be carried out to comply with workplace procedures, according to state/territory health and safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Sawmilling and Processing (SAW)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for reconditioning	1.1 Review work order to determine job requirements and, where required, seek clarification from appropriate personnel 1.2 Review workplace health and safety procedures, including the use of personal protective equipment, equipment lock-out and safe manual handling techniques

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.3 Identify, assess and take actions to mitigate risks and hazards associated with reconditioning saw guides 1.4 Identify workplace environmental protection procedures for minimising and disposing of waste material, cleaning tools and equipment, and maximising energy efficiency 1.5 Select appropriate repair and maintenance equipment, and check for operational effectiveness according to manufacturer recommendations 1.6 Plan reconditioning process according to work order
2. Recondition guides	2.1 Review condition of saw guides to assess wear 2.2 Select and position guides in guide holding attachment ready for reconditioning 2.3 Examine, dress, replace or sharpen tooling according to safety procedures 2.4 Set up reconditioning equipment 2.5 Remove scored material from the guide by grinding or machining 2.6 Select grinding or machining speeds and feeds to avoid burn marks on guides 2.7 Recondition guides to meet geometric and lubrication requirements of sawing equipment
3. Safely store guides ready for use	3.1 Segregate and dispose of unserviceable guides according to environmental protection practices 3.2 Identify and report low stock and shortages of new guides according to workplace procedures 3.3 Identify routine processing and equipment faults, and resolve or report to appropriate personnel

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description

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Skill	Description
Reading	• Extracts essential information from operational manuals to determine safe operating procedures for equipment
Writing	• Prepares routine written reports using the required format, language and structure
Oral communication	• Employs active listening and questioning to clarify content of work orders
Numeracy	• Completes precise calculations to determine the required tolerance for positioning guides and to reface guides to the correct size and angle • Applies standard units of measurement in describing correct pitch and angle of guides • Uses basic estimation skills to determine grinding wheel speed
Navigate the world of work	• Understands main tasks, responsibilities and boundaries of own role
Interact with others	• Uses modes of communication suitable to purpose to confirm and clarify understanding
Get the work done	• Recognises and responds to routine problems

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FWPSAW3235 Recondition saw guides	FWPSAW3211 Recondition guides	Revised element 2 and performance criteria for clarity; updated performance evidence for mapping; updated unit code and title for clarity and compliance	Equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPSAW3235 Recondition saw guides

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 5.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that, on at least one occasion, the individual has:

- followed work order and relevant workplace health and safety and environmental protection procedures
- assessed condition of the saw guide
- machined saw guide
- adjusted saw guide
- safely stored guides for use.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose, features and operation of band saws for which guides are reconditioned
- features and names of different parts of guides and carriers
- purpose, features and operation of tools and equipment used to recondition guides and spacers:
  - grinding equipment
  - metal lathes
  - milling machines
  - router and jig
- importance of reconditioning worn guides and spacers to the specified profile for continued straight and smooth running of saw blades
- methods for:
  - assessing the condition of guides
  - grinding guide surface to restore it to a smooth flat surface using grinding equipment

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    - machining guide surface to restore it to a smooth flat surface using metal lathes or milling machines
- basic knowledge of physics of sawing:
    - saw blade material and properties
    - impact of timber properties on saw blades
    - direction of cut
    - forces on a blade
    - heat removal
- angles at which guides are ground or are machined (geometry)
- range of speeds at which grinders and machines can be operated without damaging guides and spacers
- types of risk and hazards and mitigation measures associated with reconditioning guides
- workplace policies and procedures specific to reconditioning guides:
    - workplace health and safety, with particular emphasis on equipment lock-out, use of personal protective equipment (PPE) and safe manual handling techniques
    - communication reporting lines
    - recording and reporting of processing and equipment faults
- environmental protection practices for repairing and maintaining tools and equipment in sawmills:
    - reducing water and energy use
    - cleaning plant, tools and equipment
    - disposing of, recycling and reusing materials.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
    - skills must be demonstrated in a sawmill or an environment that accurately represents workplace conditions
- resources, equipment and materials:
    - one or more of the following tools and equipment used to recondition guides: grinding equipment, metal lathe, milling machines and router and jig
    - band saws with guides to be reconditioned
    - replacement guides
    - PPE suitable for reconditioning guides
- specifications:
    - template documents for recording processing and equipment faults
    - manufacturer instructions for use, repair and maintenance of equipment
    - work order with specific instructions for reconditioning guides in specified equipment
    - workplace procedures for reconditioning guides.

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Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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FWPSAW3236 Sharpen tipped circular saw blades

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 5.0.

Application

This unit of competency describes the skills and knowledge required to assess the tipped circular saw blade condition, set up for sharpening, and sharpen saw blades with an automated grinder.

The unit applies to individuals who sharpen tipped circular saws in a saw technician workshop or sawmill.

All work must be carried out to comply with workplace procedures, according to state/territory health and safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Sawmilling and Processing (SAW)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for sharpening	1.1 Review work order to determine job requirements and, where required, seek clarification from appropriate personnel 1.2 Review workplace health and safety procedures, including the use of personal protective equipment, equipment lock-out and safe manual

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	handling techniques 1.3 Identify, assess and take actions to mitigate risks and hazards associated with sharpening tipped circular saws 1.4 Identify workplace environmental protection procedures for minimising and disposing of waste material, cleaning tools and equipment, and maximising energy efficiency 1.5 Select appropriate tools and equipment to sharpen tipped circular saw blades, and check for operational effectiveness according to manufacturer recommendations
2. Assess tipped circular saw blade condition	2.1 Assess cutting performance of blade and determine need to replace or sharpen 2.2 Assess condition of prior repairs, teeth, kerf of the tips, and straightness of blade
3. Set up sharpening equipment	3.1 Select sharpening machine with suitable grinding wheel diameter, and change or dress grinding wheel as required 3.2 Adjust machine settings to suit required blade geometry 3.3 Set saw blade in the machine to ensure tooth profile and geometry are maintained 3.4 Prepare grinding coolant system according to manufacturer instructions
4. Sharpen tipped circular saw blade	4.1 Select saw blade and grinding wheel angles, speeds and feeds to suit 4.2 Sharpen tips to achieve required finish, maintaining original profile and pitch, according to industry standards 4.3 Ensure variations in tooth height and depth of cut are within industry tolerances for concentricity 4.4 Set stock removal rate, wheel speeds, and saw tooth feed rate to achieve industry standards of sharpness 4.5 Remove tipped circular saw blades from sharpening equipment 4.6 Dispose of unserviceable tipped circular saw blades according to environmental protection practices 4.7 Identify routine processing and equipment faults, and resolve or report to appropriate personnel

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Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Extracts essential information from operational manuals to determine safe operating procedures for equipment
Writing	• Prepares routine written reports using required format, language and structure
Oral communication	• Employs active listening and questioning to clarify content of work orders
Numeracy	• Completes precise calculations to determine angle, pitch, height and depth to which machine teeth are to be machined • Applies standard units of measurement in describing a correct angle, pitch height and depth of machine teeth
Navigate the world of work	• Understands main tasks, responsibilities and boundaries of own role
Interact with others	• Uses modes of communication suitable to purpose to confirm and clarify understanding
Get the work done	• Recognises and responds to routine problems

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FWPSAW3236 Sharpen tipped circular saw blades	FWPSAW3212 Sharpen tipped circular saws	Split element 2; minor updates to the knowledge evidence; updated unit code and title for clarity and compliance	Equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPSAW3236 Sharpen tipped circular saw blades

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 5.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that, on at least one occasion, the individual has:

- followed work order and relevant workplace health and safety and environmental protection procedures
- assessed the condition of blade teeth for:
  - sharpness of each tooth
  - damage to teeth
  - pitch
  - kerf width
- set up the sharpening machine
- sharpened tipped circular saw blades according to a work order and workplace requirements
- removed tipped circular saw blades from sharpening equipment.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- basic knowledge of physics of sawing, including:
  - saw blade material and properties
  - impact of timber properties on saw blades
  - direction of cut
  - forces on a blade
  - heat removal
  - sawtooth configuration
- purpose, features and operation of circular saws for which tipped blades are sharpened:

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  - circular saws for timber processing
  - cold saws for ferrous and non-ferrous alloys
- features and names of different parts of circular saw blades
- purpose, features and operation of tools and equipment used to sharpen tipped circular saw blades:
  - automated grinding machine with manual or automatic adjustment
  - abrasive wheels
- coolants used in the sharpening process, and impact on efficient sharpening
- importance of sharpening and tension to match requirements for:
  - characteristics of various materials sawn
  - speed of the sawing process
  - direction of the sawing process
  - cutting angle for sawing
  - saw blade specifications
- methods for:
  - assessing saw blade condition
  - sharpening blades to specified requirements
  - setting teeth to a specified kerf
  - maintaining concentricity of teeth
- tooth pitch and tooth angles at which blades are sharpened (blade geometry)
- range of speeds at which abrasive wheels can be operated without damaging blades
- types of risk and hazards and mitigation measures associated with sharpening tipped circular saw blades
- workplace procedures specific to sharpening tipped circular saw blades:
  - workplace health and safety, with particular emphasis on safe manual handling and use of personal protective equipment (PPE)
  - communication reporting lines
  - recording and reporting processing and equipment faults
- environmental protection practices for repairing and maintaining tools and equipment in sawmills:
  - reducing water and energy use
  - cleaning plant, tools and equipment
  - disposing of, recycling and reusing materials.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a saw technician workshop, a sawmill or an environment that accurately represents workplace conditions
- resources, equipment and materials:

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  - tools and equipment used to sharpen tipped circular saw blades, including manually or automatically adjustable grinding machines, abrasive wheels and measuring equipment
  - circular saws for which blades are to be sharpened, including circular saws and cold saws
  - tipped circular saw blades for sharpening
  - PPE suitable for sharpening tipped circular saw blades
- specifications:
  - template documents for recording processing and equipment faults
  - manufacturer instructions for use, repair and maintenance of equipment
  - work order with specific instructions for sharpening tipped circular saw blades
  - workplace procedures for sharpening tipped circular saw blades.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPSAW3237 Level and tension circular saw blades

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 5.0.

Application

This unit of competency describes the skills and knowledge required to level and tension circular saw blades for circular saws and hot saws. This activity includes inspecting saws, repairing defects such as dished blades, damaged teeth and cracks, levelling ridges and lumps, and tensioning the saw.

The unit applies to individuals who level and tension circular saw blades in a saw technician workshop or timber processing facility.

All work must be carried out to comply with workplace procedures, according to state/territory health and safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Sawmilling and Processing (SAW)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for repair	1.1 Review work order to determine job requirements and, where required, seek clarification from appropriate personnel 1.2 Review workplace health and safety procedures, including the use

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	of personal protective equipment, equipment lock-out and safe manual handling techniques 1.3 Identify, assess and take actions to mitigate risks and hazards associated with levelling and tensioning circular saw blades 1.4 Identify workplace environmental protection procedures for minimising and disposing of waste material, cleaning tools and equipment, and maximising energy efficiency 1.5 Select appropriate repair and maintenance equipment, and check for operational effectiveness according to manufacturer recommendations
2. Assess saw blade condition	2.1 Remove and replace circular saw blades from sawing equipment 2.2 Handle saws to avoid damaging teeth 2.3 Clean foreign material on saw blade surfaces for inspection 2.4 Inspect saw blade to assess the condition of teeth and saw plate 2.5 Declare saw blade unserviceable where hazardous defects are found 2.6 Segregate and dispose of unserviceable saw blades according to workplace procedures and environmental protection practices
3. Level saw blades	3.1 Assess and match radial, circular and diagonal lumps or ridges on both sides of the saw blade 3.2 Use gauges and straight edges in radial and circular directions and monitor for accuracy 3.3 Remove lumps, ridges or twists progressively using straight edges, hammers and levelling rolls 3.4 Control hammering and rolling patterns to reduce internal blade stresses and avoid spring back and re-occurring defects
4. Tension saw blades	4.1 Assess consistency of required saw blade curvature with a straight edge or tension gauge 4.2 Tension and check saw blade to ensure tension amount, distribution, placement and level follow manufacturer recommendations 4.3 Complete repairs to damaged saw blades and dispose of irreparable saw blades according to environmental protection practices 4.4 Identify routine processing and equipment faults, and resolve or

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	report to appropriate personnel

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Numeracy	• Completes precise calculations to correctly level and tension blades • Reads scales on tension gauges to measure results of hammering and/or rolling the blade • Uses standard units of measurement when taking readings from tension gauges
Navigate the world of work	• Understands main tasks, responsibilities and boundaries of own role
Interact with others	• Uses modes of communication suitable to purpose to confirm and clarify understanding
Get the work done	• Recognises and responds to routine problems

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FWPSAW3237 Level and tension circular saw blades	FWPSAW3213 Level and tension circular saws	Minor changes; updated unit code and title for clarity and compliance	Equivalent unit

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Links

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Assessment Requirements for FWPSAW3237 Level and tension circular saw blades

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 5.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that, on at least one occasion, the individual has:

- levelled and tensioned circular saw blades for one or both of the following types of saws:
  - circular saw
  - hot saw
- in doing the above job:
  - followed work order and relevant workplace health and safety and environmental protection procedures
  - removed and replaced circular saw blades from the saw
  - assessed circular saw blade conditions in line with standard operating procedures.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- basic knowledge of physics of sawing, including:
  - saw blade material and properties
  - impact of timber properties on saw blades
  - direction of cut
  - forces on a blade
  - heat removal
  - sawtooth configuration
- purpose, features and operation of saws for which blades are levelled and tensioned:
  - circular saws
  - hot saws
- features and names of different parts of different types of circular saw blades:

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    - circular crosscut blades
    - rip saw blades
- purpose, features and operation of tools and equipment used to level and tension circular saw blades:
    - hammers
    - stretcher rolls
    - levelling rolls
    - heat tensioning instruments
    - gauges and straight edges
- importance of levelling and tensioning circular saw blades to match requirements for:
    - characteristics of various materials sawn
    - speed of the sawing process
    - direction of the sawing process
    - saw blade rim speed
    - saw blade specifications
- methods for:
    - removing saw blades from circular saws
    - assessing saw blade condition
    - levelling and tensioning blades to specified requirements
    - applying curvature
- characteristics of metal used in the circular saw blades, and range of force that can be applied without damaging blades
- workplace procedures specific to levelling and tensioning circular saw blades:
    - workplace health and safety, with particular emphasis on equipment lock-out, the use of personal protective equipment (PPE) and safe manual handling techniques
    - communication reporting lines
    - recording and reporting of processing and equipment faults
- environmental protection practices applied to saw technician workshops and timber processing facilities:
    - reducing water and energy use
    - cleaning plant, tools and equipment
    - disposing of, recycling and reusing materials.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
    - skills must be demonstrated in a saw technician workshop, a timber processing facility or an environment that accurately represents workplace conditions
- resources, equipment and materials:

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  - tools and equipment used to level and tension circular saw blades: hammers, stretcher rolls, levelling rolls, tensioning instruments, gauges and straight edges
  - one or both of the following types of circular saws to be repaired or maintained: circular saws, hot saws
  - circular saw blades for cutting timber products to be levelled and tensioned: circular crosscut blades, rip saw blades
  - PPE suitable for levelling and tensioning circular saw blades
- specifications:
  - document, spreadsheets and proformas for recording processing and equipment faults
  - manufacturer instructions for use, repair and maintenance of equipment
  - work order with specific instructions for levelling and tensioning circular saw blades for specified sawing equipment
  - workplace procedures for levelling and tensioning circular saw blades.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPSAW3238 Replace Stellite tips

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 5.0.

Application

This unit of competency describes the skills and knowledge required to remove worn Stellite tips from saw blades and to weld, anneal, clean and prepare replacement tips for grinding and return to service.

The unit applies to individuals who replace Stellite tips in a saw technician workshop or sawmill.

All work must be carried out to comply with workplace procedures, according to state/territory health and safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Sawmilling and Processing (SAW)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for replacement	1.1 Review work order to determine job requirements and, where required, seek clarification from appropriate personnel 1.2 Review environmental protection procedures and workplace health and safety requirements, including the use of personal protective

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	equipment, equipment lock-out and safe manual handling techniques 1.3 Identify, assess and take actions to mitigate risks and hazards associated with replacing Stellite tips 1.4 Identify and implement workplace procedures for minimising waste material and maximising energy efficiency 1.5 Select appropriate tools and equipment, and check for operational effectiveness according to manufacturer recommendations 1.6 Plan replacement process according to work order
2. Prepare tips	2.1 Remove and replace saw blade according to manufacturer instructions 2.2 Clean saw of foreign matter and check for defects 2.3 Assess saw blade and tip cutting edge condition 2.4 Determine tips requiring replacement and compare, check and mark against tolerances 2.5 Clean saw, tip and machine contact surfaces to ensure set-up accuracy and efficient heat flow during silver brazing and welding
3. Replace tips	3.1 Set up saw in brazing jig/tipping machine in line with manufacturer instructions 3.2 Select consumable material and a suitable technique for application and heat control 3.3 Braze or weld one tip into position and check the replacement tip meets enterprise clearance specifications 3.4 Trial braze or weld one tip and make necessary adjustments to confirm new tip has correct height, hook angle and side clearances 3.5 Set manual or automatic feeds according to the number of tips to be welded 3.6 Complete tip replacement and, when required, adjust annealing temperature to the specified range 3.7 Repair damaged tips and dispose of irreparable tips according to environmental protection requirements 3.8 Clean saw blade and tip surface before checking tip tolerances against specifications 3.9 Identify routine processing and equipment faults, and resolve or report to appropriate personnel

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Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Extracts essential information from operational manuals to determine safe operating procedures for equipment
Writing	• Prepares routine written reports using the required format, language and structure
Oral communication	• Employs active listening and questioning to clarify content of work orders
Numeracy	• Uses standard units of measurement and symbols for temperature and volume • Uses basic arithmetic skills to determine amount of brazing material required when replacing tips
Navigate the world of work	• Understands main tasks, responsibilities and boundaries of own role
Interact with others	• Uses modes of communication suitable to purpose to confirm and clarify understanding
Get the work done	• Recognises and responds to routine problems

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FWPSAW3238 Replace Stellite tips	FWPSAW3219 Replace stellite tips	Revised performance criteria of element 3; clarified performance evidence; minor edits to knowledge evidence; corrected typographical error in the title, and changed unit code for compliance	Equivalent unit

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Links

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Assessment Requirements for FWPSAW3238 Replace Stellite tips

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 5.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that, on at least one occasion, the individual has:

- followed work order and relevant workplace health and safety and environmental protection procedures
- assessed condition of Stellite tips
- prepared tips for replacement
- removed and replaced Stellite tips, including:
  - brazed or welded new Stellite tips onto the tooth face or tooth seat
  - replaced tips that are broken, missing or worn out
  - rebuilt broken or damaged tips.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- basic knowledge of physics of sawing, including:
  - saw blade material and properties
  - impact of timber properties on saw blades
  - direction of cut
  - forces on a blade
  - heat removal
  - sawtooth configuration
- purpose, features and operation of saw blades that use Stellite tips:
  - band saw blades
  - circular saw blades
- features and names of different parts of saw blades
- purpose, features and operation of tools and equipment used to replace Stellite tips:

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    - automatic or semi-automatic tipping machines
    - brazing equipment and brazing material
    - brazing jigs
- methods for:
    - removing saw blades from sawing equipment
    - assessing saw blade condition
    - removing Stellite tips from saw blades
    - brazing and welding new Stellite tipped teeth onto the tooth face or gullet
- annealing processes and temperatures for Stellite tips and saw blades
- appropriate tolerances for weld deposits and replacement tip sizes
- characteristics of metal used in saw blades, and effects of brazing and welding on saw steel
- types of risk and hazards and mitigation measures associated with replacing Stellite tips
- workplace procedures specific to replacing Stellite tips:
    - workplace health and safety, with particular emphasis on equipment lock-out, use of personal protective equipment (PPE) and safe manual handling techniques
    - communication reporting lines
    - recording and reporting of processing and equipment faults
- environmental protection practices for repairing and maintaining saw blades:
    - reducing water and energy use
    - cleaning plant, tools and equipment
    - disposing of, recycling and reusing materials.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
    - skills must be demonstrated in a saw technician workshop, a sawmill or an environment that accurately represents workplace conditions
- resources, equipment and materials:
    - one or more of the following types of tools and equipment used to replace Stellite tips: automatic or semi-automatic tipping machines, brazing equipment, brazing jigs
    - one or more of the following types of saw blades to be repaired and maintained: band saw blades, circular saw blades
    - Stellite tips
    - brazing material including silver alloy, special shock absorbing shim, flux in the form of a liquid or paste
    - PPE suitable for replacing Stellite tips
- specifications:
    - documents, spreadsheets and proformas for recording processing and equipment faults
    - manufacturer instructions for use, repair and maintenance of equipment

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- work order for repair and maintenance activities, with specific instructions for replacing Stellite tips in specified equipment
- workplace procedures for replacing Stellite tips.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPSAW3239 Assess and maintain wide band saw blades

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 5.0.

Application

This unit of competency describes the skills and knowledge required to level, tension, back gauge, weld and replace teeth on wide band saw blades that are over 70mm in width.

The unit applies to individuals who maintain wide band saw blades in a forest and forest product factory setting.

All work must be carried out to comply with workplace procedures, according to state/territory health and safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Sawmilling and Processing (SAW)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for maintenance	1.1 Review work order to determine job requirements and, where required, seek clarification from appropriate personnel 1.2 Review environmental protection procedures and workplace health and safety requirements, including the use of personal protective

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	equipment, equipment lock-out and safe manual handling techniques 1.3 Identify, assess and take actions to mitigate risks and hazards associated with maintaining wide band saw blades 1.4 Identify and implement workplace procedures for minimising waste material and maximising energy efficiency 1.5 Select appropriate tools and equipment, and check for operational effectiveness according to manufacturer recommendations 1.6 Plan maintenance process according to work order and workplace requirements
2. Assess saw blade condition	2.1 Remove wide band saw blade from machinery 2.2 Handle saw blade to avoid damaging teeth 2.3 Clean foreign material from blade surfaces 2.4 Inspect saw blade to assess the condition of teeth, tips and saw blade 2.5 Check and mark teeth or tips requiring repair or replacement 2.6 Declare saw blades unserviceable where hazardous defects are found, or blade has become too narrow for use 2.7 Segregate and dispose of unserviceable saw blades according to workplace procedures and environmental protection practices
3. Level, tension and back gauge saw blade	3.1 Use a straight edge to identify lumps and ridges across and along saw blade on both sides of the blade 3.2 Remove ridges or lumps progressively by levelling the saw blade with hammers, levelling attachments or stretcher rolls 3.3 Control rolling patterns to induce the correct amount of tension into the saw blade 3.4 Use a tension gauge of appropriate curvature to verify the saw blade has sufficient tension, and tension is correctly positioned across the blade and is evenly distributed along the length of the blade 3.5 Use an accurate back-gauge to check back length, and roll nonconforming areas to adjust back length to workplace tolerance
4. Repair teeth and blade cracks	4.1 Place saw blade in welding jig for heat application and welding activities 4.2 Check amount of damaged tooth to be removed or crack to be repaired and mark weld line

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	4.3 Remove metal to proposed line, prepare the edge for welding and clean burn marks 4.4 Apply heat and pressure to prepare worn, broken or ground surface for metal build-up or replacement 4.5 Build up or replace teeth or cracked area using material and processes that ensure specified metal penetration and density 4.6 Use weld run-off tabs to limit stress and hollows at edges of the saw blade 4.7 Grind or file teeth or cracks to required shape, tolerance and pitch 4.8 Dispose of saws with irreparable teeth, tips or blades according to workplace procedures and environmental protection practices 4.9 Identify routine processing and equipment faults, and resolve or report to appropriate personnel

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Extracts essential information from operational manuals to determine safe operating procedures for equipment
Writing	• Prepares routine written reports using the required format, language and structure
Oral communication	• Employs active listening and questioning to clarify content of work orders
Numeracy	• Uses a gauge to measure results of hammering and/or rolling the blade
Navigate the world of work	• Understands main tasks, responsibilities and boundaries of own role
Interact with others	• Uses modes of communication suitable to purpose to confirm and clarify understanding
Get the work done	• Recognises and responds to routine problems

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FWPSAW3239 Assess and maintain wide band saw blades	FWPSAW3220 Maintain wide band saw blades	Reworded application statement for clarity; revised performance criteria of element 3; updated performance evidence for mapping; updated knowledge evidence and assessment conditions for clarity and mapping; updated unit code and title to reflect changes and for compliance	Equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPSAW3239 Assess and maintain wide band saw blades

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 5.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that, on at least one occasion, the individual has:

- followed work order and relevant workplace health and safety and environmental protection procedures
- removed and replaced saws from equipment
- assessed saw condition
- levelled, tensioned and measured the back-crown of the saw blade
- repaired teeth and blade cracks
- used welding processes and materials to produce:
  - weld beads that provide full penetration fusing together adjacent metal parts
  - welds free from any faults that would have the potential to weaken the strength and endurance capability of the weld deposit and weld zone.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose, features and operation of wide band saw blade for which repairs are completed
- features and names of different parts of wide band saw blades
- purpose, features and operation of tools and equipment used to repair and maintain wide band saw blades:
  - hammers
  - stretcher or tension rolls
  - levelling rolls
  - tension gauges and straight edges, back-gauges
  - welding equipment and welding materials

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- importance of levelling and tensioning blades and applying curvature to match workplace requirements for:
  - characteristics of various materials sawn
  - speed of the sawing process
  - direction of the sawing process
  - saw blade specifications
- methods for:
  - removing saw blades from band saws
  - assessing saw blade condition
  - levelling and tensioning blades to specified requirements
  - assessing curvature
  - welding to build up and replace teeth
  - grinding and filing rebuilt or replaced teeth to required shape, tolerance and pitch
- basic knowledge of physics of sawing:
  - saw blade material and properties
  - impact of timber properties on saw blades
  - direction of cut
  - forces on a blade
  - heat removal
  - sawtooth configuration
- characteristics of metal used in wide band saw blades, and range of forces which can be applied without damaging blades
- types of risk and hazards and mitigation measures associated with maintaining wide band saw blades
- workplace procedures specific to maintaining wide band saw blades:
  - workplace health and safety, with particular emphasis on equipment lock-out, use of personal protective equipment (PPE) and safe manual handling techniques
  - communication reporting lines
  - recording and reporting of processing and equipment faults
- environmental protection practices for repairing and maintaining tools and equipment in sawmills:
  - reducing water and energy use
  - cleaning plant, tools and equipment
  - disposing of, recycling and reusing materials.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a sawmill or an environment that accurately represents workplace conditions

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- resources, equipment and materials:
  - hammers
  - stretcher or tension rolls
  - levelling rolls and attachments
  - tension gauges and straight edges, back-gauges
  - welding equipment
  - heating and annealing equipment
  - welding jigs
  - run-on and run-off tabs
  - punches
  - engineers' hammers
  - angle grinders
  - sanders
  - hand files
  - abrasive paper or cloth
  - welding material
  - wide band saw blades to be maintained
  - PPE suitable for repairing and maintaining wide band saw blades
- specifications:
  - manufacturer instructions for use, repair and maintenance of equipment
  - work order with specific instructions for repairing wide band saw blades
  - documents, spreadsheets and proformas for recording processing and equipment faults
  - workplace procedures for maintaining wide band saw blades.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPSAW3240 Assess and maintain band saw wheels

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 5.0.

Application

This unit of competency describes the skills and knowledge required to fit special wheel dressing equipment to band mill wheels, resurface the wheel profiles and re-assemble the band mill in readiness for production.

The unit applies to individuals who recondition band saw wheels in forest and forest product factory settings.

All work must be carried out to comply with workplace procedures, according to state/territory health and safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Sawmilling and Processing (SAW)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for reconditioning	1.1 Review work order to determine job requirements and, where required, seek clarification from appropriate personnel 1.2 Review environmental protection procedures and workplace health and safety requirements, including use of personal protective

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	equipment, equipment lock-out and safe manual handling techniques 1.3 Identify, assess and take actions to mitigate risks and hazards associated with reconditioning band saw wheels 1.4 Identify and implement workplace procedures for minimising waste material and maximising energy efficiency 1.5 Select appropriate tools and equipment, and check for operational effectiveness according to manufacturer recommendations
2. Assess and resurface wheel profile	2.1 Inspect and measure band wheel to identify wear and level of stock removal required 2.2 Service, fit and align wheel resurfacing equipment to band wheel according to manufacturer instructions and recommended tolerances 2.3 Make a trial cut to check and further align resurfacer 2.4 Dress band wheel to remove all wear, ensuring face is not hollow 2.5 Control resurfacing feeds to obtain required band wheel profile and finish 2.6 Measure band wheel to ensure wheel diameter meets workplace requirements 2.7 Measure band wheel profile to ensure resurfacing has achieved required profile
3. Re-assemble band saw	3.1 Remove resurfacing equipment and base plate from band saw when resurfacing is complete 3.2 Re-assemble band saw components according to manufacturer instructions 3.3 Set up band saw blade on saw according to the specified alignment 3.4 Test the band saw blade and saw to ensure correct operation 3.5 Remove isolation padlocks or tags at the completion of work according to workplace safety procedures 3.6 Identify routine processing and equipment faults, and resolve or report to appropriate personnel

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Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Extracts essential information from operational manuals to determine safe operating procedures for equipment
Writing	• Prepares routine written reports using the required format, language and structure
Oral communication	• Employs active listening and questioning to clarify content of work orders

Numeracy	• Uses measuring equipment to take wheel measurements accurately
	• Performs precise calculations to determine wheel alignment, alignment of saw guides to wheel faces and wheel thickness
	• Uses standards units of measurement for speed and dimension
	• Uses basic mathematical skills to:
	  • calculate the position of a crown given wheel face width
	  • calculate the position of a crown given maximum and minimum saw blade widths
	  • calculate crown height given wheel diameter or circumference

Navigate the world of work	• Understands main tasks, responsibilities and boundaries of own role
Interact with others	• Uses modes of communication suitable to purpose to confirm and clarify understanding
Get the work done	• Recognises and responds to routine problems

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FWPSAW3240 Assess and maintain band saw wheels	FWPSAW3222 Recondition band mill wheels	Updated unit code and title for clarity and compliance; revised workplace health and safety requirements; revised performance evidence for clarity and mapping	Equivalent unit

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Links

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Assessment Requirements for FWPSAW3240 Assess and maintain band saw wheels

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 5.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that, on at least one occasion, the individual has:

- followed work order and relevant workplace health and safety and environmental protection procedures
- assessed condition of the band saw wheels
- resurfaced the faces of the band saw wheels to the specified requirements
- re-assembled the band saw components
- set up a band saw blade on the saw to the specific alignment
- tested operational effectiveness of the band saw.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose, features and operation of the band saw wheels
- features and names of different parts of band saws
- purpose, features and operation of tools and equipment used to recondition band saw wheels:
  - resurfacing equipment
  - measuring equipment
- importance of aligning band saw wheels for continued accuracy during band saw operation
- methods for:
  - assessing the condition of band saw wheels
  - resurfacing the faces of the band saw wheels to specified requirements
  - re-assembling band saw components
  - setting up band saw blades on the saw to a specific alignment

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    - testing operational effectiveness of band saws
- wheel profiles and appropriate tolerances
- range of speeds at which resurfacers can be operated without damaging band saw wheels
- types of risk and hazards and mitigation measures associated with resurfacing band saw wheels
- workplace procedures specific to resurfacing band saw wheels:
    - workplace health and safety, with particular emphasis on equipment lock-out, use of personal protective equipment (PPE) and safe manual handling techniques
    - communication reporting lines
    - recording and reporting of processing and equipment faults
- environmental protection practices for repairing and maintaining equipment in sawmills:
    - reducing water and energy use
    - cleaning plant, tools and equipment
    - disposing of, recycling and reusing materials.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
    - skills must be demonstrated in a sawmill or an environment that accurately represents workplace conditions
- resources, equipment and materials:
    - resurfacing or wheel grinding equipment
    - measuring equipment
    - band saws, including the entire mechanical structure and componentry that make up the machine
    - band wheels to be resurfaced
    - PPE suitable for reconditioning band saw wheels
- specifications:
    - manufacturer instructions for use, repair and maintenance of equipment
    - work order with specific instructions for resurfacing band saw wheels in specified equipment
    - template documents for recording processing and equipment faults
    - workplace procedures for reconditioning band saw wheels.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPSAW3241 Set up and operate production saws used in sawmill operations

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 5.0.

Application

This unit of competency describes the skills and knowledge required to set up, align, operate and maintain circular and band sawing machines used in sawmilling operations.

The unit applies to individuals who set up, align, and maintain sawing machines used in sawmilling operations.

All work must be carried out to comply with workplace procedures, according to state/territory health and safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Sawmill and Processing (SAW)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for work	1.1 Review work order to determine job requirements and, where required, seek clarification from appropriate personnel 1.2 Review environmental protection procedures and workplace health

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	and safety requirements, including the use of personal protective equipment, equipment lock-out and safe manual handling techniques 1.3 Identify, assess and take actions to mitigate risks and hazards associated with working with sawing machines 1.4 Identify and implement workplace procedures for minimising waste material and maximising energy efficiency 1.5 Consult with appropriate personnel to ensure that work is coordinated effectively with others in the workplace 1.6 Obtain tools, equipment and materials needed for the work, and check for correct operation and safety
2. Set up sawing machine	2.1 Check existence and serviceability of safety equipment, including emergency stops, gauges, guards and controls 2.2 Establish sawing machine settings and make adjustments according to job requirements and manufacturer instructions 2.3 Conduct trial runs to check sawing machine operation, accuracy, alignment and quality of finished work 2.4 Make necessary adjustments to sawing machine settings based on outcomes of trial runs
3. Align sawing machine	3.1 Identify conditions related to saw blades and accuracy of cuts that indicate that sawing machine is out of alignment 3.2 Check alignment of sawing machine according to manufacturer and workplace procedures 3.3 Establish current alignment of sawing machine, identifying corrective actions required 3.4 Align sawing machine according to workplace and manufacturer procedures 3.5 Record and report corrective actions that are taken to realign sawing machine

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
4. Operate sawing machine	4.1 Complete sawing machine start-up procedure according to manufacturer instructions 4.2 Position material to be sawed according to manufacturer instructions, tooling requirements, safe handling procedures and workplace procedures 4.3 Operate sawing machine according to designed capacity and purpose and manufacturer recommendations 4.4 Monitor sawing machine operation to ensure product quality and output 4.5 Minimise waste according to the workplace and environmental protection procedures 4.6 Reuse, recycle or dispose of output timber that does not meet quality requirements according to the workplace and environmental protection procedures 4.7 Identify problems with the required work and/or the operation of the sawing machine, and rectify or report to appropriate persons 4.8 Shut sawing machine down according to workplace procedures 4.9 Record production outcomes and equipment faults or malfunctions, and take corrective actions according to workplace procedures
5. Maintain sawing machine	5.1 Clean work area according to workplace procedures 5.2 Clean, maintain and store hand and/or power tools and equipment according to workplace procedures 5.3 Clean sawing machine and leave in a safe mode 5.4 Tag and report faulty and/or defective equipment according to workplace procedures 5.5 Collect and store unused hardware for reuse, recycling or disposal according to workplace procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

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Skill	Description
Reading	• Extracts essential information from operational manuals to determine software parameters of scanning equipment
Writing	• Prepares routine written reports using the required format, language and structure
Oral communication	• Employs active listening and questioning to clarify content of work orders
Numeracy	• Uses standard measures to record calibration outcomes • Interprets graphical and statistical data used in calibration process
Navigate the world of work	• Understands main tasks, responsibilities and boundaries of own role
Interact with others	• Uses modes of communication suitable to purpose to confirm and clarify understanding
Get the work done	• Recognises and responds to routine problems

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FWPSAW3241 Set up and operate production saws used in sawmill operations	Not applicable	New unit	No equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPSAW3241 Set up and operate production saws used in sawmill operations

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 5.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that, on at least one occasion, the individual has:

- set up, aligned, and maintained one or more of the following types of sawing machines according to a specific work order:
  - circular saw
  - band saw.
- In doing the above job, the individual has:
  - followed work order and relevant workplace health and safety and environmental protection procedures
  - identified, assessed and taken actions to mitigate risks and hazards associated with working with sawing machines
  - used personal protective equipment (PPE), lock-out procedures and safe manual handling techniques throughout the work
  - performed routine maintenance of sawing machine
  - recorded production outcomes and equipment faults or malfunctions and took corrective actions according to workplace procedures.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- types, characteristics, uses and limitations of the following sawing machines used in sawmill operations:
  - circular saw
  - band saw
- sawing processes and techniques
- characteristics of materials and uses of products produced

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- methods for:
  - setting up sawing machines
  - aligning sawing machines
  - maintaining sawing machines
  - operating sawing machines
- conditions related to saw blades and accuracy of cuts that indicate that sawing machine is out of alignment
- identification of alignment factors that will impact on the performance of the machine centre
- procedures for reporting machinery faults and material defects
- types of risk and hazards and mitigation measures associated with the work task
- legal, ethical and work health and safety requirements specific to the work task
- awareness of environmental sustainability issues as they relate to the work task.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a forest product factory setting or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - sawing machines used in sawmilling operations, including circular saws and band saws
  - tools, equipment and testing devices used in setting up, aligning, operating and maintaining sawing machines
  - PPE for setting up and operating sawing machines in sawmill operations
- specifications:
  - template documents for recording production outcomes
  - manufacturer instructions for setting up, aligning, operating and maintaining sawing machines
  - work order with specific instructions for setting up, aligning, operating and maintaining sawing machines
  - workplace procedures for setting up, aligning, operating and maintaining sawing machines.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPSAW3242 Treat timber

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 5.0.

Application

This unit of competency describes the skills and knowledge required to chemically treat timber, including planning for chemically treating timber, safely handling and storing chemicals, operating treatment equipment, and undertaking basic maintenance of treatment equipment.

The unit applies to individuals who treat timber in a timber treatment plant or sawmill. Specific job roles can include treatment plant operator, kiln operator or timber products technician.

Licensing, legislative, regulatory, or certification requirements apply to this unit in some states and territories at the time of publication and may differ according to jurisdiction.

In Victoria, to comply with licence/permit requirements, organisations must ensure that employees working with copper chrome arsenate (CCA) demonstrate competence in this unit (FWPSAW3242 Treat timber), or that persons working with CCA do so under the direct supervision (sight and sound) of a trained and authorised person.

For regulatory information and details in other states and territories, refer to the relevant state or territory licensing body.

Pre-requisite Unit

Nil

Unit Sector

Sawmilling and Processing (SAW)

Elements and Performance Criteria

Elements	Performance Criteria

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Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for treating timber	1.1 Review work order to determine job requirements and, where required, seek clarification from appropriate personnel 1.2 Review workplace health and safety procedures, including the use of personal protective equipment, equipment lock-out and safe manual handling techniques 1.3 Identify, assess and take actions to mitigate risks and hazards associated with treating timber 1.4 Identify workplace environmental protection procedures for minimising and disposing of waste material, cleaning tools and equipment, and maximising energy efficiency 1.5 Obtain chemicals and type and quantity of timber for treatment from storage 1.6 Plan treating cycles according to work order
2. Use equipment to treat timber	2.1 Complete pre-start-up equipment checks to ensure operational effectiveness 2.2 Identify water requirements and check to ensure treatment process requirements are met 2.3 Test moisture content of timber according to workplace procedures 2.4 Check, adjust and maintain strength and volume of preservative solution at specified strength and volume 2.5 Bring treating plant to full operating condition, and regularly check operating parameters to ensure optimum output 2.6 Load timber into treatment vessel and complete treatment cycles 2.7 Brand treated timber in line with organisational procedures 2.8 Safely handle treated timber and transfer to the storage area 2.9 Record outcomes of timber treatment process, and report to appropriate personnel
3. Complete operator maintenance	3.1 Lock out equipment according to workplace safety procedures 3.2 Conduct basic routine checks and maintenance of treatment equipment according to manufacturer specifications 3.3 Store chemicals according to workplace safety procedures, and report on stock levels 3.4 Record faults or incidents related to treatment equipment and chemical use and storage, and report to appropriate personnel

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Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Extracts essential information from safety data sheets, or equivalent plain English information on safe use, handling, transport and disposal of timber treatment chemicals
Writing	• Accurately completes basic workplace forms and records for chemical stock levels, processes and equipment faults
Oral communication	• Employs active listening and questioning to clarify the content of work orders
Numeracy	• Performs basic mathematical calculations to determine routine solution strengths and retention rates for preservative solutions • Completes basic measurements of moisture content in timber • Identifies quantities of required timber within work orders, and counts numbers for treatment
Navigate the world of work	• Understands main tasks, responsibilities and boundaries of own role
Interact with others	• Uses modes of communication suitable to purpose to confirm and clarify understanding
Get the work done	• Recognises and responds to routine problems

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FWPSAW3242 Treat timber	FWPSAW3201 Treat timber	Reworded application statement and performance evidence for clarity; updated requirements regarding workplace health and safety and environmental protection in performance criteria and performance evidence to match knowledge evidence; updated foundation skills	Equivalent unit

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Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPSAW3242 Treat timber

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 5.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that, on at least on one occasion, the individual has:

- completed the chemical treatment process according to an individual work order for one of the following timber types:
  - timber from native species
  - timber from imported species
  - dressed timber
  - stress and non-stress graded timber
  - in-the-rough timber
  - sleepers
  - logs, rounded poles
  - beams, laminated beams
- during the treatment process, checked, adjusted and maintained the strength and volume for one of the following types of preservative solutions:
  - water-borne solutions
  - oil-based solutions
  - solvent-based solutions
- during the treatment process, complied with:
  - workplace health and safety requirements for chemically treating timber
  - environmental protection procedures for chemically treating timber
- at the completion of the treatment process, completed each of the following three tasks:
  - conducted routine operator equipment maintenance
  - safely stored chemicals
  - reported on stock levels.

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Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose of treating timber
- characteristics of timber types, effects of the treatment process and appropriate range of temperatures
- properties, at a basic level of understanding, of the following water-borne, oil-based and solvent-based chemicals used to treat timber, and their purpose:
  - creosote and modified creosote-based
  - copper chrome arsenate (CCA) salts
  - compounds of boron and fluoride salts
  - alkaline copper quaternary (ACQ)
  - light organic solvent-borne preservative (LOSP)
  - micronised copper azole (MCA or Tanalith E)
- risks and hazards associated with handling and using chemicals, and methods used to minimise these
- safety sign and symbols related to chemical use in the workplace
- typical workflow processes and techniques for chemically treating timber:
  - full cell
  - modified cell
  - empty cell
  - immersion
  - rueping
  - double vacuum
  - dip diffusion
  - vat and sprays
- methods used to brand treated timber and range of industry and organisation markings:
  - burning
  - hammer impressions
  - ink
  - tags
- purpose, features and operation of equipment used to treat timber chemically:
  - treatment cylinders
  - working tanks
  - mix tanks
  - concentrate storage tanks
  - effluent tanks
  - vacuum pump and seals
- storage layout and categories for:
  - raw materials

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  - storing finished timber
  - chemicals and preservative solutions
- environmental protection practices for chemically treating timber:
  - disposing of hazardous substances
  - reducing water and energy use
  - water management strategies
  - cleaning plant, tools and equipment
- workplace procedures for chemically treating timber:
  - workplace health and safety, with particular emphasis on equipment lock-out, use of personal protective equipment (PPE), safety data sheets, handling, transporting and storing chemicals and hazardous substances, and responding to chemical-related incidents
  - communication reporting lines
  - recording and reporting chemical stock levels, processes and equipment faults.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a timber treatment plant or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - one or more of the following types of equipment used to treat timber chemically: treatment cylinders, working tanks, mix tanks, concentrate storage tanks, effluent tanks
  - branding equipment and consumables
  - PPE suitable for chemically treating timber
  - timber to be chemically treated
  - one or more of the following types of preservative solution: water-borne solutions, oil-based solutions or solvent-based solutions
- specifications:
  - manufacturer safety data sheets or equivalent plain English information for chemicals and preservative solutions
  - work order with specific instructions for the chemical treatment of timber
  - template documents for recording chemical stock levels, processes and equipment faults
  - workplace procedures for chemically treating timber.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards. A suitably licensed person must be present to monitor and supervise the handling of CCA during assessment.

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Links

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FWPSAW3243 Produce sawn green boards

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 5.0.

Application

This unit of competency describes the skills and knowledge required to re-saw green timber boards to width and on the cant with sawing machinery to optimise its conversion and usability.

The unit applies to individuals who saw green boards in a timber processing plant.

All work must be carried out to comply with workplace procedures, according to state/territory health and safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Sawmilling and Processing (SAW)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for re-sawing green timber boards	1.1 Review work order to determine job requirements and, where required, seek clarification from appropriate personnel 1.2 Review workplace health and safety procedures, including the use of personal protective equipment, equipment lock-out and safe manual

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	handling techniques 1.3 Identify, assess and take actions to mitigate risks and hazards associated with sawing operations 1.4 Identify workplace environmental protection procedures for minimising and disposing of waste material and cleaning tools and equipment, and maximising energy efficiency 1.5 Plan timber conversion and saw set-up in line with work order 1.6 Acquire the type, quantity and quality of material to be cut from the storage location
2. Produce green timber boards	2.1 Set up saw, carriage and feeding system according to workplace safety procedures, manufacturer instructions and environmental protection practices 2.2 Check the operational capability of saw and equipment and adjust regularly to suit conversion plan and product sizes and tolerances according to work order 2.3 Monitor timber quantity to ensure a constant supply to the saw 2.4 Operate saw and equipment while maintaining feed rate to optimise production without damaging timber or saw blade 2.5 Reuse, recycle or dispose of incorrect cuts, off-cuts and sub-standard timber according to workplace and environmental protection practices 2.6 Stack timber safely according to work order 2.7 Identify routine processing problems, and resolve or report to appropriate personnel 2.8 Record and report production output
3. Complete operator maintenance	3.1 Lock out equipment according to workplace safety procedures 3.2 Check saw blades for bluntness or damage 3.3 Remove and replace saw blades according to manufacturer recommendations 3.4 Dispose of used blades according to workplace and environmental protection practices 3.5 Complete basic non-specialist maintenance for equipment 3.6 Keep machine clear of dust and debris according to workplace safety procedures

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	3.7 Record and report equipment faults and maintenance requirements to appropriate personnel

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Extracts essential information from operational manuals to determine safe operating procedures for equipment
Writing	• Prepares routine written reports using the required format, language and structure
Oral communication	• Employs active listening and questioning to clarify the content of work orders
Numeracy	• Uses standard units of measure when using measuring equipment, determining order sizes and setting up saws to achieve correct depth, width and thickness of the cut • Performs basic arithmetic calculations to count numbers of flitches or cants to be sawn, and calculates feed rate
Navigate the world of work	• Understands main tasks, responsibilities and boundaries of own role
Interact with others	• Uses modes of communication suitable to purpose to confirm and clarify understanding
Get the work done	• Recognises and responds to routine problems

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status

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FWPSAW3243 Produce sawn green boards	FWPSAW3202 Produce sawn green boards	Updated workplace health and safety requirements in performance criteria and evidence; updated foundation skills	Equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPSAW3243 Produce sawn green boards

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 5.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that, on at least one occasion, the individual has:

- followed relevant workplace health and safety and environmental protection procedures
- identified, assessed and taken actions to mitigate risks and hazards associated with re-sawing timber
- set up and operated sawing equipment to produce sawn green timber boards
- produced sawn green boards for one or more of the following types of timber according to an individual work order prescribing different lengths, tolerances and a number of boards for each job:
  - hardwood
  - softwood
  - native timber species
  - imported timber species
- used one or more of the following types of saws:
  - power operated, automatic feed controlled ripping saws
  - saws with adjustable cant (sloping table)
  - saws with one blade
  - rip saws
  - table saws
  - bench saws
- stacked batches of cut timber in storage location according to common size, length, width and cant
- completed the following basic non-specialist operator maintenance activities:
  - cleaned the machine of wood chips and sawdust
  - replaced blunt saw blades, if required
  - inspected machine parts for wear or damage, including guards

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- greased and lubricated moving parts
- checked the operation of emergency stop buttons and lock-out systems
- recorded and reported production output, equipment faults and maintenance requirements to appropriate personnel.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- typical timber defects and the impact on production of quality sawn timber:
  - warp
  - wane
  - cupping
  - shakes
  - insect defects
  - knots
  - resin pockets
- typical workflow processes for sawing green timber boards
- typical flow of flitch and cant supply into the sawing area
- range of cutting patterns used on green flitches and cants to achieve maximum output of green timber boards
- range of industry standard lengths, cross-sections and tolerances, and applicable terminology for green timber
- range of feed rates and impact on production output and finished quality of green timber boards
- storage layout and categories for stacking finished green timber boards
- purpose, features and operation of measuring equipment used in the production of sawn green timber boards
- purpose, features and operation of saws:
  - power operated, automatic feed controlled ripping saws
  - saws with adjustable cant (sloping table)
  - saws with one blade
  - rip saws
  - table saws
  - bench saws
- purpose, features and operation of maintenance tools and equipment for saws
- methods for assessing saw blade condition
- manual handling techniques
- environmental protection practices for sawing operations:
  - cleaning plant, tools and equipment
  - criteria and processes for disposing of, recycling and reusing timber
  - minimising waste material and maximising energy efficiency

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- processes for implementing routine operator maintenance activities associated with sawing operations
- workplace procedures specific to producing sawn green timber boards:
  - workplace health and safety, with particular emphasis on equipment lock-out, use of personal protective equipment (PPE) and manual handling
  - communication reporting lines
  - recording and reporting production output, processing problems and equipment faults.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a timber processing plant or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - measuring equipment
  - saws, including one or more of the following: power operated, automatic feed controlled ripping saw, saw with adjustable cant (sloping table), saw with one blade, rip saw, table saw, bench saw
  - maintenance tools and equipment for saws
  - manual handling equipment
  - consumable saw blades
  - PPE suitable for producing sawn green boards
  - a diverse, comprehensive and commercial range of green flitches and cants
- specifications:
  - manufacturer instructions for use, repair and maintenance of equipment
  - work order with specific instructions for cutting green timber boards
  - template documents for recording equipment faults and maintenance requirements
  - workplace procedures for producing sawn green boards.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPSAW3244 Align sawing production systems

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 5.0.

Application

This unit of competency describes the skills and knowledge required to align chipper heads and circular or band sawing machines, including the feeding system, and prepare machines for return to production.

The unit applies to individuals who align sawing production systems in a sawmill.

All work must be carried out to comply with workplace procedures, according to state/territory health and safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Sawmilling and Processing (SAW)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for work	1.1 Review work order to determine job requirements and, where required, seek clarification from appropriate personnel 1.2 Review workplace health and safety requirements, including the use of personal protective equipment, equipment lock-out and safe

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	manual handling techniques 1.3 Identify, assess and take actions to mitigate risks and hazards associated with aligning sawing production systems 1.4 Identify workplace environmental protection procedures for minimising and disposing of waste material, cleaning tools and equipment, and maximising energy efficiency 1.5 Select appropriate tools and equipment for the work task and check for safety and operational effectiveness according to manufacturer specifications 1.6 Access and interpret machine records and manufacturer manuals, and assess machine performance
2. Conduct shutdown	2.1 Implement equipment lock-out procedures according to workplace safety procedures and manufacturer instructions 2.2 Remove, replace and temporarily store mechanical components to provide access to alignment parts 2.3 Remove, replace and temporarily locate guides 2.4 Keep the work area clear of dust, off-cuts and debris according to workplace safety procedures
3. Align chipper heads	3.1 Align chipper head and feed system components according to manufacturer instructions 3.2 Check chipper head for free operation according to manufacturer instructions 3.3 Replace blades and knives and prepare machine for return to production 3.4 Record and report corrective actions that are taken to realign chipper heads
4. Align sawing machines	4.1 Identify conditions related to saw blades and accuracy of cuts that indicate that sawing machine is out of alignment 4.2 Check alignment of the sawing machine according to manufacturer and workplace procedures 4.3 Establish current alignment of sawing machine, identifying corrective actions required 4.4 Align machine to infeed and outfeed system according to manufacturer instructions

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	4.5 Align feed systems components to the line of feed according to manufacturer instructions 4.6 Align guiding system to the line of feed according to manufacturer instructions 4.7 Align saw blades to the line of feed according to manufacturer instructions 4.8 Replace all tools and machine components and re-assemble machine for return to production 4.9 Record and report corrective actions that are taken to realign sawing machine

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Extracts essential information from complex technical documents and manuals to determine safe alignment procedures
Writing	• Prepares routine written reports using the required format, language and structure
Oral communication	• Employs active listening and questioning to clarify content of equipment history records
Numeracy	• Performs precise mathematical calculations to determine the correct alignment of key parts of the sawing system according to specified settings • Uses basic mathematical symbols and conventions in completing workplace reports related to alignment activities
Navigate the world of work	• Understands main tasks, responsibilities and boundaries of own role
Interact with others	• Uses modes of communication suitable to purpose to confirm and clarify understanding
Get the work done	• Recognises and responds to routine problems

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FWPSAW3244 Align sawing production systems	FWPSAW3209 Align sawing production systems	Reworded application statement; updated element 3 and further specified tasks in element 4; updated performance criteria, knowledge evidence and assessment conditions for mapping	Equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPSAW3244 Align sawing production systems

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 5.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that, on at least one occasion, the individual has:

- aligned the following types of sawing production systems:
  - chipper head
  - circular and band sawing machines and feed systems including line bars and carriages
- in doing the above job, the individual has:
  - followed work order and relevant workplace health and safety and environmental protection procedures
  - implemented equipment shutdown procedures
  - assessed the performance of sawing machine and system
  - re-assembled sawing production systems and tested for operational effectiveness
  - identified routine processing and equipment faults and resolved or reported to appropriate personnel.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose, features and operation of:
  - chipper heads
  - sawing machines and feed systems including line bars and carriages
- purpose, features and operation of tools and equipment used to align sawing production systems
- advantages and disadvantages of using laser or surveying equipment to conduct major alignments
- conditions related to saw blades and accuracy of cuts that indicate that sawing machine is out of alignment

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- reasons for aligning various parts of sawing systems:
  - reducing sawing deviation, vibration, and downtime
  - increasing production rates
  - improving quality of sawn finish
- identification of alignment factors that will impact on the performance of the sawing production systems
- methods for:
  - assessing machine and system performance against recovery percentages, product sizing and/or standard deviation
  - dismantling mechanical components of production machines
  - aliging chipper heads
  - aligning sawing machines
  - re-assembling production machines and testing operational effectiveness
- tools and equipment used to align sawing production systems:
  - tools for removing and adjusting mechanical parts
  - jigs
  - precision measuring equipment
  - portable electrical lighting
  - feeler gauges
  - engineers' rules
  - vernier callipers
  - micrometers
  - plumb lines
  - piano wire or string lines
  - pointer
  - markers
- types of risks and hazards and mitigation strategies associated with aligning saw production systems
- workplace policies and procedures specific to aligning sawing production systems:
  - workplace health and safety, with particular emphasis on equipment lock-out, use of personal protective equipment (PPE) and safe manual handling
  - communication reporting lines
  - recording and reporting of processing and equipment faults.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a sawmill or an environment that accurately represents workplace conditions
- resources, equipment and materials:

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  - tools and equipment for aligning sawing production systems
  - wood chipping equipment
  - sawing machines and feed systems, including line bars and carriages
  - PPE suitable for aligning sawing production systems
- specifications:
  - manufacturer instructions for use, repair and maintenance of equipment
  - work order with specific instructions for aligning sawing production systems in specified equipment
  - equipment history records
  - template documents for recording operational problems and equipment faults
  - workplace procedures for aligning sawing production systems.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPSAW3245 Join band saw blades

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 5.0.

Application

This unit of competency describes the skills and knowledge required to assess the condition of band saw blades, prepare and weld meeting ends and finish the welded surface ready for operation.

The unit applies to individuals who join band saw blades in a saw technician workshop or sawmill.

All work must be carried out to comply with workplace procedures, according to state/territory health and safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Sawmilling and Processing (SAW)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for joining	1.1 Review work order to determine job requirements and, where required, seek clarification from appropriate personnel 1.2 Review workplace health and safety procedures, including the use of personal protective equipment, equipment lock-out and safe manual

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	handling techniques 1.3 Identify, assess and take actions to mitigate risks and hazards associated with joining band saw blades 1.4 Identify workplace environmental protection procedures for minimising and disposing of waste material, cleaning tools and equipment, and maximising energy efficiency 1.5 Select appropriate repair and maintenance equipment and check for operational effectiveness according to manufacturer recommendations
2. Join or repair band saw blade	2.1 Obtain saw blank and cut to length or cut existing blade at weld defect 2.2 Trim ends to obtain correct back alignment and pitch and/or shape to assist metal penetration 2.3 Set up and pre-heat blade ends and jig to specified tolerances 2.4 Apply weld to ensure metal penetrates through blade thickness and is protected from accidental contact 2.5 Loosen clamps and anneal joint immediately after welding 2.6 Grind surplus weld material from blade without overheating
3. Finish band saw blade	3.1 Finish blade to eliminate bumps in blade surface 3.2 Identify damaged blades or those with sub-standard joins, and dispose of these according to environmental protection practices 3.3 Package band saw for protection during return to service 3.4 Identify routine processing and equipment faults and resolve or report to appropriate personnel

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Extracts key information from operational manuals to determine safe operating procedures for equipment

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Skill	Description
Writing	• Prepares routine written reports using required format, language and structure
Oral communication	• Employs active listening and questioning to clarify content of work orders
Numeracy	• Completes precise calculations to determine if a blade will fit on the band saw when shortened • Uses standard units of measurement when marking out blanks for cutting to length • Uses arithmetic skills to calculate position of cutting lines to maintain correct tooth pitch
Navigate the world of work	• Understands main tasks, responsibilities and boundaries of own role
Interact with others	• Uses modes of communication suitable to purpose to confirm and clarify understanding
Get the work done	• Recognises and responds to routine problems

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FWPSAW3245 Join band saw blades	FWPSAW3214 Join band saw blades	Reworded application statement; updated workplace health and safety requirements; removed performance criteria regarding removing blade from machine; added performance criteria to clarify process; split element 2; specified the types of band saw blades in performance evidence	Equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPSAW3245 Join band saw blades

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 5.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that, at least on one occasion, the individual has:

- joined the following types of band saw blades:
  - narrow band
  - wide band
- in doing the above job, the individual has:
  - followed work order and relevant workplace health and safety and environmental protection procedures
  - welded and annealed blades to specified requirements
  - grinded surplus weld material
  - removed all distortions from the blade surface
  - tensioned the welded zone
  - adjusted back length of the blade
  - cleaned welded zone.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose, types, features and operation of band saws
- features and names of different parts of band saw blades
- purpose, features and operation of tools and equipment used to join and anneal band saw blades:
  - band saw welding equipment
  - grinding and finishing equipment
  - hand or power operated tools

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- importance of joining and annealing blades to suit machine design requirements
- weld defects and effects on blade operation
- methods for:
  - welding and annealing blades to specified requirements
  - grinding surplus weld material
  - removing all distortions from the blade surface
  - tensioning the welded zone
- types of risk and hazards and mitigation measures associated with joining band saw blades
- workplace procedures specific to joining band saw blades:
  - workplace health and safety, with particular emphasis on equipment lock-out, use of personal protective equipment (PPE) and safe manual handling
  - communication reporting lines
  - recording and reporting of processing and equipment faults
- environmental protection practices for repairing and maintaining tools and equipment in forest products factory settings:
  - reducing water and energy use
  - cleaning plant, tools and equipment
  - disposing of, recycling and reusing materials.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a saw technician workshop, sawmill or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - band saw welding equipment including one or more of the following: gas metal arc welding (GMAW), gas tungsten arc welding (GTAW), flash butt welders, butt welders
  - grinding and finishing equipment
  - hand or power operated tools
  - saw blades, including narrow and wide band saw blades that cut both ferrous and non-ferrous material
  - PPE suitable for joining band saw blades
- specifications:
  - manufacturer instructions for use, repair and maintenance of equipment
  - work order for repair and maintenance activities with specific instructions for joining band saw blades for specified equipment
  - documents, spreadsheets and proformas for recording processing and equipment faults
  - workplace procedures for joining band saw blades.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

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Links

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FWPSAW3246 Hard face saw teeth

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 5.0.

Application

This unit of competency describes the skills and knowledge required to set the hard face machine and hard face the teeth of band, circular and gang saw blades.

The unit applies to individuals who hard face saw teeth in a forest and forest product factory setting.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Sawmilling and Processing (SAW)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare to hard face saw teeth	1.1 Review work order to determine job requirements and, where required, seek clarification from appropriate personnel 1.2 Review workplace health and safety procedures, including the use of personal protective equipment, equipment lock-out and safe manual handling techniques 1.3 Identify, assess and take actions to mitigate risks and hazards associated with hard facing saw teeth

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.4 Identify workplace environmental protection procedures for minimising and disposing of waste material, cleaning tools and equipment, and maximising energy efficiency 1.5 Select appropriate tools and equipment for hard facing, and check for operational effectiveness according to manufacturer recommendations 1.6 Plan hard facing process according to work order
2. Hard face saw teeth	2.1 Remove and replace saw blade according to manufacturer instructions 2.2 Assess condition of saw blade 2.3 Select material stock and set up in machine according to manufacturer recommendations 2.4 Make adjustments to machine variables to suit saw and material 2.5 Align individual teeth to machine tip to ensure hard facing is applied to cutting surfaces 2.6 Operate and adjust machine for variables to ensure material cohesion 2.7 Assess completed facing against specifications 2.8 Identify routine processing and equipment faults, and resolve or report to appropriate personnel

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Extracts key information from operational manuals to determine safe operating procedures for equipment
Writing	• Prepares routine written reports using required format, language and structure
Oral communication	• Employs active listening and questioning to clarify content of work orders

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Skill	Description
Numeracy	• Uses standard units of measurement and symbols for temperature, measurement, pressure, current, voltage and time
Navigate the world of work	• Understands main tasks, responsibilities and boundaries of own role
Interact with others	• Uses modes of communication suitable to purpose to confirm and clarify understanding
Get the work done	• Recognises and responds to routine problems

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FWPSAW3246 Hard face saw teeth	FWPSAW3217 Hard face saw teeth	Reworded application; added performance criteria relating to workplace health and safety; revised performance evidence for mapping; updated foundation skills	Equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPSAW3246 Hard face saw teeth

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 5.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has, on at least one occasion, hard faced saw teeth, and has:

- followed work order and relevant workplace health and safety and environmental protection procedures
- hard faced saw teeth according to work order and workplace requirements
- removed and replaced saw blade from equipment.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose, features and operation of saws for which teeth blades are hard faced:
  - band saws
  - circular saws
  - gang saws
- features and names of different parts of saw blades
- purpose, features and operation of tools and equipment used to hard face saw teeth:
  - resistance welding equipment
  - plasma transfer equipment
- methods for:
  - assessing saw blade condition
  - cohering the face to the existing face of saw blade teeth
  - assessing completed facings against specifications
- variable settings for machine operations and effects on material cohesion:
  - pressure
  - temperature

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    - current
    - voltage
    - weld time
    - vacuum
- workplace procedures specific to hard facing saw teeth:
    - workplace health and safety, with particular emphasis on equipment lock-out and use of personal protective equipment (PPE)
    - communication reporting lines
    - recording and reporting of processing and equipment faults
- environmental protection practices for repairing and maintaining tools and equipment in forest products factory settings:
    - reducing water and energy use
    - cleaning plant, tools and equipment
    - disposing of, recycling and reusing materials.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
    - skills must be demonstrated in a forest product factory setting or an environment that accurately represents workplace conditions
- resources, equipment and materials:
    - resistance welding equipment
    - plasma transfer equipment
    - blade saws to be hard faced: band saws, circular saws, gang saws
    - hard compound metal used to hard face saw teeth
    - PPE suitable for hard facing saw teeth
- specifications:
    - manufacturer instructions for use, repair and maintenance of equipment
    - work order for repair and maintenance activities, with specific instructions for hard facing saw teeth in specified equipment
    - documents, spreadsheets and proformas for recording processing and equipment faults
    - organisational policies and procedures for hard facing saw teeth.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPSAW3247 Replace tungsten tips

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 5.0.

Application

This unit of competency describes the skills and knowledge required to remove worn or damaged tungsten tips from circular saw blades, and braze, clean and prepare replacement tips for grinding and return to service.

The unit applies to individuals who replace tungsten tips in a saw technician workshop or timber processing facility.

All work must be carried out to comply with workplace procedures, according to state/territory health and safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Sawmilling and Processing (SAW)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for replacement	1.1 Review work order to determine job requirements and, where required, seek clarification from appropriate personnel 1.2 Review workplace health and safety procedures, including the use of personal protective equipment, equipment lock-out and safe manual

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	handling techniques 1.3 Identify, assess and take actions to mitigate risks and hazards associated with replacing tungsten tips 1.4 Identify workplace environmental protection procedures for minimising and disposing of waste material, cleaning tools and equipment, and maximising energy efficiency 1.5 Select appropriate tools and equipment, and check for operational effectiveness according to manufacturer recommendations
2. Remove worn, damaged or broken tips	2.1 Remove and replace saw blade according to manufacturer instructions 2.2 Assess saw blade condition 2.3 Clean foreign matter from saw and check for defects 2.4 Identify and mark broken tips 2.5 Remove broken tips, minimising damage to the tooth seat, and dispose of according to environmental protection practices 2.6 Repair tooth seats to specified tolerance and dimensions
3. Replace tips	3.1 Set up saw in brazing jig according to manufacturer instructions 3.2 Select brazing material and suitable technique for application and heat control 3.3 Select appropriate replacement tip and braze into position 3.4 Trial braze one tip, check tip is correctly positioned and the silver alloy has flowed evenly to both sides of the tip 3.5 Inspect and verify tip position, side clearance, and joint quality objectives have been achieved 3.6 Set manual or automatic feeds according to number of tips to be brazed 3.7 Identify routine processing and equipment faults, and resolve or report to appropriate personnel

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Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Numeracy	• Uses standard units of measurement and symbols for temperature and volume • Uses basic arithmetic skills to determine amount of brazing material required when replacing tips
Navigate the world of work	• Understands main tasks, responsibilities and boundaries of own role
Interact with others	• Uses modes of communication suitable to purpose to confirm and clarify understanding
Get the work done	• Recognises and responds to routine problems

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FWPSAW3247 Replace tungsten tips	FWPSAW3218 Replace tungsten tips	Renamed element; updated performance criteria; revised performance evidence for clarity; updated knowledge evidence	Equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPSAW3247 Replace tungsten tips

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 5.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that, on at least one occasion, the individual has:

- followed work order and relevant workplace health and safety and environmental protection procedures
- removed worn tungsten tips from circular saw blades
- replaced tungsten tips for circular saw blades
- assessed condition of tungsten tips in line with workplace procedures.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- basic knowledge of physics of sawing, including:
  - saw blade material and properties
  - impact of timber properties on saw blades
  - direction of cut
  - forces on a blade
  - heat removal
  - saw tooth configuration
- purpose, features and operation of saws for which tungsten tips are replaced:
  - circular saws
- features and names of different parts of saw blades
- purpose, features and operation of tools and equipment used to replace tungsten tips:
  - brazing equipment and brazing material
  - brazing jigs
- methods for:

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    - removing saw blades from saws
    - assessing saw blade condition
    - removing tungsten tips from saw blades
    - cleaning excess braze alloy and carbide fragments from tip seats
    - lengthening or deepening tip seats to match replacement tip requirements
    - selecting size and type of replacement tip
    - pre-tinning new tips
    - brazing new tungsten tips onto the tooth face or tooth seat
- appropriate tolerances for brazing alloy joint thickness, replacement tip sizes and side clearance objectives
- characteristics of metal used in saw blades, and effects of brazing
- types of risk and hazards and mitigation measures associated with replacing tungsten tips
- workplace procedures specific to replacing tungsten tips:
    - workplace health and safety, with particular emphasis on equipment lock-out and use of personal protective equipment (PPE)
    - communication reporting lines
    - recording and reporting processing and equipment faults
- environmental protection practices applicable to saw technician workshops or timber processing facilities:
    - reducing water and energy use
    - cleaning plant, tools and equipment
    - disposing of, recycling and reusing materials.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
    - skills must be demonstrated in a saw technician workshop, timber processing facility or an environment that accurately represents workplace conditions
- resources, equipment and materials:
    - brazing equipment
    - brazing jigs
    - circular saws
    - tungsten tips
    - brazing material: silver alloy, flux in the form of a liquid or paste
    - side clearance dial indicator: Kafer Gauge
    - PPE suitable for replacing tungsten tips
- specifications:
    - documents, spreadsheets and templates for recording operation and equipment faults
    - manufacturer instructions for use, repair and maintenance of equipment
    - work order with specific instructions for replacing tungsten tips for circular saws

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- workplace procedures for replacing tungsten tips.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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FWPSAW3248 Profile saw blanks

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 5.0.

Application

This unit of competency describes the skills and knowledge required to calculate blade lengths and to produce tooth profiles to work orders and specifications.

The unit applies to individuals who profile saw blanks in a forest and forest product factory setting.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Sawmilling and Processing (SAW)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for profiling	1.1 Review work order to determine job requirements and, where required, seek clarification from appropriate personnel 1.2 Review workplace health and safety requirements, including the use of personal protective equipment, equipment lock-out and safe manual handling techniques 1.3 Identify, assess and take actions to mitigate risks and hazards associated with profiling saw blanks

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.4 Identify workplace environmental protection procedures for minimising and disposing of waste material, cleaning tools and equipment, and maximising energy efficiency 1.5 Select appropriate tools and equipment, and check for operational effectiveness according to manufacturer recommendations 1.6 Plan profiling process in line with work order and workplace requirements
2. Profile blanks	2.1 Calculate key saw blade dimensions 2.2 Obtain calculated blank length or cut from ribbon stock 2.3 Set up press with punches to suit saw dimensions 2.4 Punch first tooth in blank to align other teeth 2.5 Punch remaining teeth to required pitch and tooth profile 2.6 Assess performance of profiling equipment 2.7 Dispose of irreparable saw blanks according to environmental protection practices 2.8 Identify routine processing and equipment faults, and resolve or report to appropriate personnel

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Extracts key information from operational manuals to determine safe operating procedures for equipment
Writing	• Prepares routine written reports using required format, language and structure
Oral communication	• Employs active listening and questioning to clarify content of work orders
Numeracy	• Performs precise calculations to profile blade saws in terms of length, width, pitch, gullet depth, and hook and back clearance angles

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Skill	Description
	• Uses standard units of measurement for angles, length, width and depth
Navigate the world of work	• Understands main tasks, responsibilities and boundaries of own role
Interact with others	• Uses modes of communication suitable to purpose to confirm and clarify understanding
Get the work done	• Recognises and responds to routine problems

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FWPSAW3248 Profile saw blanks	FWPSAW3221 Profile saw blanks	Reworded application; added performance criteria relating to workplace health and safety; revised performance evidence for mapping; updated foundation skills	Equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPSAW3248 Profile saw blanks

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 5.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has, on at least one occasion, profiled saw blanks, and has:

- followed work order and relevant workplace health and safety and environmental protection procedures
- operated equipment to profile saw blanks
- set up punch and die kits or other equipment used for profiling saw teeth
- calculated the following saw blade dimensions according to manufacturer specifications and timber processing requirements:
  - width
  - length
  - pitch
  - gullet depth
  - hook and back clearance angles
  - number of teeth
- assessed the performance of profiling equipment and completed basic written records for:
  - edge finish
  - wear rates
  - production rates
  - distortion.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose, features and operation of band, wide band and gang saws for which saw blanks are profiled
- features and names of different parts of band saw blades

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- purpose, features and operation of tools and equipment used to profile saw blanks:
  - power fly presses
  - punch systems
- importance of profiling saw blanks to match requirements for:
  - characteristics of various materials sawn
  - speed of the sawing process
  - direction of the sawing process
  - cutting angle for sawing
  - saw blade specifications
- methods for:
  - calculating key saw dimensions
  - profiling, pressing and punching saw blanks to required pitch and tooth profile
  - aligning saw teeth
- assessing performance of profiling equipment for:
  - edge finish
  - wear rates
  - production rates
  - distortion
- workplace procedures specific to profiling saw blanks:
  - workplace health and safety, with particular emphasis on equipment lock-out and use of personal protective equipment (PPE)
  - communication reporting lines
  - recording and reporting of processing and equipment faults
- environmental protection practices for repairing and maintaining tools and equipment in forest products factory settings:
  - reducing water and energy use
  - cleaning plant, tools and equipment
  - disposing of, recycling and reusing materials.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a forest product factory setting or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - one or more of the following types of tools and equipment used to profile saw blanks: power fly presses or punch systems
  - ribbon stock for large heavy duty band, wide band and gang saw blades
  - PPE suitable for profiling saw blanks
  - documents, spreadsheets and proformas for recording processing and equipment faults

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- specifications:
  - manufacturer instructions for use, repair and maintenance of equipment
  - work order for repair and maintenance activities, with specific instructions for profiling saw blanks for specified equipment
  - workplace procedures for profiling saw blanks.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPSAW3249 Saw logs using CNC optimising systems

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 5.0.

Application

This unit of competency describes the skills and knowledge required to set up and operate computer numerical control (CNC) optimising systems and saws to maximise timber output from every log.

The unit applies to individuals who saw logs using CNC optimising systems in forest and forest product factory settings.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Sawmilling and Processing (SAW)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for machining	1.1 Review work order and, where required, check with appropriate personnel 1.2 Review workplace health and safety procedures, including the use of personal protective equipment, equipment lock-out and safe manual handling techniques 1.3 Identify, assess and take actions to mitigate risks and hazards

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	associated with manufacturing profile cutters 1.4 Identify workplace environmental protection procedures for minimising and disposing of waste material, cleaning tools and equipment, and maximising energy efficiency 1.5 Plan log sawing process in line with work order
2. Set up optimising system	2.1 Set CNC optimising program to job specifications 2.2 Check safety equipment and saw and cutting mechanisms for safe and effective operation 2.3 Adjust saw settings in line with work order 2.4 Conduct trial runs to check system operation, accuracy and quality of finished work 2.5 Complete final adjustments to CNC optimising program and equipment in line with organisational procedures
3. Operate optimising log saw	3.1 Use equipment in line with organisational safety procedures, manufacturer instructions and environmental protection practices 3.2 Complete pre-start-up checks to ensure operational effectiveness 3.3 Feed logs into machine, operate saw and monitor use to minimise waste and ensure quality product and output 3.4 Repair or dispose of sub-standard product in line with environmental protection practices 3.5 Direct processed logs to designated area in line with work order 3.6 Identify routine processing problems, and resolve or report to appropriate personnel
4. Complete operator maintenance	4.1 Follow organisational safety procedures to lock out equipment 4.2 Check saw blades for bluntness or damage 4.3 Remove and replace saw blades in line with manufacturer recommendations 4.4 Dispose of used blades in line with environmental protection practices 4.5 Complete basic non-specialist maintenance for equipment 4.6 Keep machine clear of dust and debris in line with organisational safety procedures 4.7 Record and report equipment faults and maintenance requirements

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	to appropriate personnel

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Extracts essential information from complex technical documents and manuals to determine safe operating and maintenance procedures
Writing	• Prepares routine written reports using the required format, language and structure
Oral communication	• Employs active listening and questioning to clarify content of equipment history records
Numeracy	• Performs precise mathematical calculations to determine the correct alignment of key parts of the sawing system according to specified settings • Uses basic mathematical symbols and conventions in completing workplace reports related to alignment activities
Navigate the world of work	• Understands main tasks, responsibilities and boundaries of own role
Interact with others	• Uses modes of communication suitable to purpose to confirm and clarify understanding
Get the work done	• Recognises and responds to routine problems

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FWPSAW3249 Saw logs using CNC optimising	FWPSAW3226 Saw logs using CNC optimising	Reworded application; added performance criteria relating to workplace health and safety;	Equivalent unit

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systems	systems	revised performance evidence for mapping; updated foundation skills	

Links

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Assessment Requirements for FWPSAW3249 Saw logs using CNC optimising systems

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 5.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that, on at least one occasion, the individual has:

- followed work order and relevant workplace health and safety and environmental protection procedures
- sawn logs using computer numerical control (CNC) optimising systems in line with work order and within prescribed organisational tolerances
- set computer programs for the CNC optimising system to follow
- completed the following basic non-specialist maintenance activities:
  - cleaning the machine of wood chips and sawdust
  - replacing blunt saw blades
  - inspecting machine parts for wear or damage, including guards
  - greasing and lubricating moving parts
  - checking the operation of emergency stop buttons and lock-out systems.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- environmental protection practices for forest products factory settings:
  - cleaning plant, tools and equipment
  - disposing of, recycling and reusing timber
  - reducing water and energy use
- typical log defects and how they affect ability to produce quality flitches and cants:
  - warp
  - wane
  - curvature

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    - cupping
    - shakes
    - insect defects
    - knots
    - resin pockets
- typical workflow processes for sawing flitches and cants with CNC optimising saws
- typical flow of log supply in and out of the sawing area
- range of cutting patterns used on logs to achieve maximum output of flitches and cants
- range of feed rates and how they affect production output and finished quality of flitches and cants
- purpose, features and operation of CNC optimising and other equipment used to saw flitches and cants:
    - CNC optimising saws
    - CNC computer program
    - mechanical feed
    - conveyor system to transport logs to and from the sawing area
    - maintenance tools and equipment for saws
- methods for assessing saw blade condition
- organisational procedures specific to operating CNC optimising saws:
    - workplace health and safety, with particular emphasis on equipment lock-out and use of personal protective equipment (PPE)
    - communication reporting lines
    - recording and reporting of processing problems and equipment faults.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
    - skills must be demonstrated in a timber processing plant or an environment that accurately represents workplace conditions
- resources, equipment and materials:
    - CNC optimising saws
    - CNC computer program
    - maintenance tools and equipment for saws
    - consumable saw blades
    - PPE suitable for operating CNC optimising saws
    - a diverse, comprehensive and commercial range of logs
- specifications:
    - manufacturer instructions for use, repair and maintenance of equipment
    - work order with specific instructions for sawing logs and despatch to downstream processing

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- template documents for recording equipment faults and maintenance requirements
- workplace procedures for operating CNC optimising saws.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPSAW3250 Select and saw logs in multi-species operations

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 5.0.

Application

This unit of competency describes the skills and knowledge required to select and saw (break down) logs from multiple timber species into flitches or cants, and maintain production flow while allowing for changes in species.

The unit applies to individuals who select and saw logs from multiple species in a timber processing plant.

All work must be carried out to comply with workplace procedures, according to state/territory health and safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Sawmilling and Processing (SAW)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for sawing and select logs	1.1 Review work order to determine job requirements and, where required, seek clarification from appropriate personnel 1.2 Review workplace health and safety procedures, including the use of personal protective equipment, equipment lock-out and safe manual

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	handling techniques 1.3 Identify, assess and take actions to mitigate risks and hazards associated with selecting and sawing logs in multi-species operations 1.4 Identify workplace environmental protection procedures for minimising and disposing of waste material, cleaning tools and equipment, and maximising energy efficiency 1.5 Reject, segregate or dispose of defective logs according to workplace procedures and environmental protection practices 1.6 Select tools and equipment for sorting and sawing operations, and check for serviceability 1.7 Identify cutting patterns to achieve maximum output of flitches and cants from different species 1.8 Plan flow of logs in and out of the sawing area to maximise production
2. Break down logs	2.1 Complete pre-start-up equipment checks to ensure operational effectiveness 2.2 Use dogs to secure and align logs to saw and minimise damage 2.3 Clear logs of foreign matter and feed into saw at feed rate according to workplace safety procedures 2.4 Plan, maintain and adjust sawing sequence to produce the required quantity of flitches or cants and maximise feed rate 2.5 Check and adjust break down process regularly to maintain desired quality and output, allowing for defects and changes in species 2.6 Direct flitches or cants to the designated area according to work order 2.7 Identify routine processing problems, and resolve or report to appropriate personnel
3. Complete operator maintenance	3.1 Lock out equipment according to workplace procedures 3.2 Check saw blades for bluntness or damage 3.3 Remove and replace saw blades according to manufacturer recommendations 3.4 Dispose of used blades according to workplace procedures and environmental protection practices 3.5 Complete basic non-specialist maintenance of equipment

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	3.6 Keep machine clear of dust and debris according to safety procedures 3.7 Record and report equipment faults and maintenance requirements to appropriate personnel

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Extracts essential information from operational manuals to determine safe operating procedures for equipment
Writing	• Prepares routine written reports using the required format, language and structure
Oral communication	• Employs active listening and questioning to clarify the content of work orders
Numeracy	• Identifies quantities of required material within work orders, and counts number of logs to be sawn • Measures log size across multiple species according to work orders • Completes routine calculations to determine correct angles for aligning logs to equipment • Calculates the feed rate to optimise the quality and quantity of production output
Navigate the world of work	• Understands main tasks, responsibilities and boundaries of own role
Interact with others	• Uses modes of communication suitable to purpose to confirm and clarify understanding
Get the work done	• Recognises and responds to routine problems

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FWPSAW3250 Select and saw logs in multi-species operations	FWPSAW3227 Select and saw logs in multi-species operations	Reworded Application statement for clarity; updated workplace health and safety requirements in Performance Criteria and Performance Evidence; added new Performance Criteria (PC 1.6, 1.7 and 1.8) to match Knowledge Evidence; updated Foundation Skills	Equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPSAW3250 Select and saw logs in multi-species operations

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 5.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that, on at least one occasion, the individual has:

- followed work order and relevant workplace health and safety and environmental protection procedures
- selected logs according to production requirements and log utilisation that included assessment of at least one of the following:
  - diameter range
  - curvature
  - faults
  - softwood species of various types
  - moisture content
- sawn logs in multi-species operations to produce flitches in line with a work order and workplace specifications
- adjusted break down process regularly to allow for changes in species
- completed at least one of the following types of basic non-specialist maintenance of equipment tasks:
  - cleaning the machine of wood chips and sawdust
  - replacing blunt saw blades
  - inspecting machine parts for wear or damage, including guards
  - greasing and lubricating moving parts
  - checking the operation of emergency stop buttons and lock-out systems.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

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- types of risk and hazards and mitigation measures associated with selecting and sawing logs in multi-species operations
- workplace procedures specific to selecting and sawing logs in multi-species operations:
  - workplace health and safety, with particular emphasis on equipment lock-out and use of personal protective equipment (PPE)
  - communication reporting lines
  - recording and reporting processing problems and equipment faults
- environmental protection practices for timber processing operations:
  - reducing water and energy use
  - cleaning plant, tools and equipment
  - disposing of, recycling and reusing timber
- purpose, features and operation of equipment used to saw flitches and cants:
  - carriages, including standard three-headed dog carriages and flat top carriages with head rigs
  - saws, including circular saws, bench saws and overhead frame saws or band saws
- operation of the mechanical feed
- operation of the conveyor system to transport logs to and from the sawing area
- types and uses of maintenance tools and equipment for saws
- typical range of industry and organisation specific species types:
  - visual characteristics of logs
  - recovery characteristics
- typical workflow processes for sawing flitches and cants
- methods of adjusting workflow and sawing schedule during operation to account for differences in species
- range of cutting patterns used on logs to achieve maximum output of flitches and cants
- different cutting patterns required for different species of trees
- assessment of logs for:
  - diameter range
  - curvature
  - faults
  - softwood species of various types
  - moisture content
- range of feed rates and how they impact on the production output and finished quality of flitches and cants
- typical flow of log supply in and out of the sawing area
- methods for assessing saw blade condition
- species and recovery characteristics of timber and timber defects
- cutting pattern requirements, feed rates and finish
- flow control systems and marking requirements
- typical log defects and how they impact on the ability to produce quality flitches and cants:
  - warp

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- wane
- curvature
- cupping
- shakes
- insect defects
- knots
- resin pockets.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a timber processing plant or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - one or more of the following types of carriages: standard three-headed dog carriages and flat top carriages with head rigs
  - one or more of the following types of saws: circular saws, bench saws and overhead frame saws or band saws
  - mechanical feed
  - conveyor system to transport logs to and from the sawing area
  - maintenance tools and equipment for saws
  - consumable saw blades
  - PPE suitable for selecting and sawing logs
  - a selection of logs from different species of trees
- specifications:
  - template documents for recording equipment faults and maintenance requirements
  - manufacturer instructions for use, repair and maintenance of equipment
  - work order with specific instructions for selecting and sawing logs from multiple species, and despatch to downstream processing
  - workplace procedures for selecting and sawing logs in multi-species operations.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPSAW3251 Apply principles of blade design to sawing procedures

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 5.0.

Application

This unit of competency describes the skills and knowledge required to select blades for various sawing operations and apply principles of blade design in the selection to maintain quality production output.

The unit applies to individuals who maintain the quality of saw blades in a saw technician workshop or timber processing facility.

All work must be carried out to comply with workplace procedures, according to state/territory health and safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Sawmilling and Processing (SAW)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for work	1.1 Review work order to determine job requirements and, where required, seek clarification from appropriate personnel

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.2 Review workplace health and safety procedures, including the use of personal protective equipment, equipment lock-out and safe manual handling techniques 1.3 Identify, assess and take actions to mitigate risks and hazards associated with selecting and sawing logs in multi-species operations 1.4 Identify workplace environmental protection procedures for minimising and disposing of waste material, cleaning tools and equipment, and maximising energy efficiency
2. Maintain quality output	2.1 Follow quality system procedures for the use and care of blades 2.2 Assess blades visually for defects before processing products and completing work
3. Apply blade design principles	3.1 Classify blades according to type and style suitable for different saws and production requirements 3.2 Identify and evaluate blade characteristics, properties and design capacities according to manufacturer specifications and production requirements 3.3 Select blades to suit material being cut and production requirements 3.4 Plan sawing to minimise blade damage and wear, and to optimise blade lifespan
4. Assess the blade condition	4.1 Identify and resolve during daily operations machinery and equipment issues that can cause product waste and adversely affect blade lifespan 4.2 Assess saw blade condition and recognise the need to rectify blade wear and damage 4.3 Record and report blade faults to appropriate personnel according to blade design specifications

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

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Skill	Description
Numeracy	• Measures blade characteristics for different blade types
Navigate the world of work	• Understands main tasks, responsibilities and boundaries of own role
Interact with others	• Uses modes of communication suitable to purpose to confirm and clarify understanding
Get the work done	• Recognises and responds to routine problems

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FWPSAW3251 Apply principles of blade design to sawing procedures	FWPSAW3228 Apply principles of blade design to sawing procedures	Updated performance criteria, performance evidence and knowledge evidence to reflect environmental and workplace health and safety requirements; updated foundation skills; updated unit code to reflect changes and meet compliance	Equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPSAW3251 Apply principles of blade design to sawing procedures

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 5.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that, on at least one occasion, the individual has:

- followed work order and relevant workplace health and safety and environmental protection procedures
- selected blades for sawing procedures according to workplace procedures
- identified and evaluated blade characteristics, properties and design capacities for at least three of the following types of blades:
  - circular saw blades
  - band saw blades
  - wide saw blades
  - standard steel
  - tungsten tipped
  - Stellite tipped
- assessed saw blade condition and completed basic records of faults for at least three types of blade
- selected appropriate blades to suit material being cut and production requirements for three separate work orders.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- types of risk and hazards and mitigation measures associated with applying principles of blade design to sawing procedures
- workplace procedures specific to applying principles of blade design to sawing procedures:

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    - workplace health and safety, with particular emphasis on equipment lock-out and use of personal protective equipment (PPE)
    - communication reporting lines
    - recording and reporting of processing problems and equipment faults
- environmental protection practices for timber processing operations:
    - reducing water and energy use
    - cleaning plant, tools and equipment
    - disposing of, recycling and reusing timber
- purpose, features and operation of blades:
    - circular saw blades
    - band saw blades
    - gang saw blades
    - wide saw blades
    - standard steel
    - tungsten tipped
    - Stellite tipped
- properties of blades used in the timber processing and manufacturing industry:
    - metal from which blades are made
    - geometry and concentricity
- characteristics of blades and names and purpose of blade parts:
    - tooth pitch
    - kerf
    - gullet
    - tooth face
    - set
    - straightness
    - tooth profile
    - tooth and side clearance angles
    - gullet depth/tooth height
    - tension ring
    - application (crosscutting or ripping)
- methods to optimise the use of saw blades
- effects of different types of materials on saw blade wear
- typical machinery and equipment issues that can cause product waste and adversely affect blade lifespan
- methods for assessing saw blade condition
- workplace quality system procedures for the use and care of blades.

Assessment Conditions

Assessment of skills must take place under the following conditions:

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- physical conditions:
  - skills must be demonstrated in a timber processing or manufacturing facility or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - blades for at least three of the following types of saws: circular saws, narrow band saws and wide band saws
  - different styles of blade: solid tooth, tungsten tipped and Stellite tipped
  - maintenance tools and equipment for blades
  - personal protective equipment suitable for handling blades
- specifications:
  - template documents for recording blade faults
  - manufacturer specifications for blade use and recommendations for repairing and maintaining blades
  - work orders with specific information on materials to be cut and production requirements
  - workplace quality system procedures for the use and care of blades.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPSAW4206 Monitor output timber for optimum volume and value recovery

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 5.0.

Application

This unit of competency describes the skills and knowledge required to monitor timber production to optimise volume and value of sawn timber. This includes working safely, monitoring timber production for volume, grade and size, and reporting on production outcomes and compliance with optimisation objectives.

The unit applies to individuals who monitor output timber for optimum volume and value recovery in timber sawmills.

All work must be carried out to comply with workplace procedures, according to state/territory health and safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Sawmilling and Processing (SAW)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for work	1.1 Review work order to determine job requirements and, where

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	required, seek clarification from appropriate personnel 1.2 Identify and apply workplace health and safety requirements, including use of personal protective equipment and safe manual handling techniques 1.3 Identify, assess and take actions to mitigate risks and hazards associated with sawing operations 1.4 Identify and implement workplace procedures for minimising waste material and maximising energy efficiency
2. Monitor timber production	2.1 Confirm cutting pattern, product mix and optimisation objectives in relation to timber volume and value recovery 2.2 Identify and monitor output data for timber volume, grade and size, noting any anomalies and taking corrective action as required to optimise volume and value of timber according to workplace procedures 2.3 Monitor output timber for grade and size, noting any anomalies and taking corrective action as required to optimise the volume and value of timber according to workplace procedures 2.4 Monitor equipment operation, recording faults and malfunctions and taking corrective action as necessary to optimise volume and value of timber according to workplace procedures
3. Report on optimisation	3.1 Record optimisation data according to workplace procedures 3.2 Compare production data with optimisation objectives 3.3 Report production outcomes and compliance with optimisation objectives to an appropriate person 3.4 Make recommendations based on evidence to improve production and optimisation outcomes

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description

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Skill	Description
Reading	• Extracts essential information from visual display units and printouts to confirm optimisation objectives
Writing	• Prepares routine written reports using the required format, language and structure
Oral communication	• Employs active listening and questioning to clarify content of work orders
Numeracy	• Interprets graphical and statistical data to compare production output against optimisation objectives • Identifies and interprets trends and anomalies in statistical data
Navigate the world of work	• Understands main tasks, responsibilities and boundaries of own role
Interact with others	• Uses modes of communication suitable to purpose to confirm and clarify understanding
Get the work done	• Recognises and responds to routine problems

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FWPSAW4206 Monitor output timber for optimum volume and value recovery	Not applicable	New unit	No equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPSAW4206 Monitor output timber for optimum volume and value recovery

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 5.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that, on at least one occasion, the individual has:

- monitored output timber for optimum volume and value recovery
- in doing the above job, the individual has:
  - followed work order and relevant workplace health and safety and environmental protection procedures
  - identified, assessed and taken actions to mitigate risks and hazards associated with sawing operations
  - recorded and reported on production outcomes and their compliance with optimisation objectives
  - made recommendations based on evidence to improve production and optimisation outcomes.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- optimisation principles
- cutting patterns
- output data:
  - sources of output data
  - types of output data
  - methods of interpreting output data
  - common anomalies in output data
  - ways of validating accuracy of output data
  - corrective actions in response to common anomalies in output data

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- timber processing constraints:
  - markets
  - timber supply
  - preferred products
  - downstream processing options
- types of equipment faults and appropriate corrective actions:
  - mechanical
  - hydraulic
  - pneumatic
  - electrical
  - data
  - electronic
- corrective action:
  - communication to management
  - communication to the on-site technical support person
  - communication to the off-site technical support person
  - cleaning
  - communication with maintenance staff
  - recalibration
  - changes made to the operating system according to workplace procedures
- determinants of product mix:
  - timber characteristics
  - machine capability
  - product demand
- influences on timber volume and value recovery
- methods for reusing, recycling or disposing of items that do not meet quality requirements
- risks and hazards associated with sawing operations
- safe work practices and procedures, including use of personal protective equipment (PPE) and safe manual handling techniques.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a sawmill or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - equipment and timber needed for the work
  - output data for monitoring timber volume, grade and size
  - PPE for sawmill operations

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- specifications:
  - template documents for recording production outcomes
  - work order with specific instructions for optimising timber production for volume and value recovery
  - workplace procedures for optimising timber production for volume and value recovery.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPSAW4207 Optimise timber production for volume and value recovery

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 5.0.

Application

This unit of competency describes the skills and knowledge required to optimise the volume and value of sawn timber based on analysis of timber characteristics, machine capability and product demand.

The unit applies to individuals who optimise timber production for volume and value recovery in a timber sawmill.

All work must be carried out to comply with workplace procedures, according to state/territory health and safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Sawmilling and Processing (SAW)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare to optimise timber production	1.1 Review work order to determine job requirements and, where required, seek clarification from appropriate personnel

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.2 Review workplace health and safety procedures, including the use of personal protective equipment, equipment lock-out and safe manual handling techniques 1.3 Identify, assess and take actions to mitigate risks and hazards associated with optimising timber production 1.4 Identify workplace environmental protection procedures for minimising and disposing of waste material, cleaning tools and equipment, and maximising energy efficiency 1.5 Consult with appropriate personnel to ensure that work is coordinated effectively with others in the workplace 1.6 Obtain tools, equipment and timber needed for the work
2. Plan to optimise the volume and value of timber production	2.1 Identify cutting plan and output mix based on analysis of timber characteristics, machine capability and product demand 2.2 Identify processing constraints and potential solutions to ensure that production and quality requirements are met 2.3 Check input material against specification and production run requirements 2.4 Inspect timber for defects and identify potential impact on the cutting plan, production run and product quality 2.5 Finalise cutting plan based on inspection outcomes 2.6 Identify implications of unsuitable planning on volume and value of timber production and associated impacts on customers and saw centre efficiency 2.7 Check trial pieces to ensure compliance with production and product quality requirements 2.8 Communicate cutting plan, production rate and quality requirements to appropriate personnel
3. Implement and report on the optimisation plan	3.1 Implement cutting plan to optimise volume and value of timber production 3.2 Manage production rate to ensure compliance with optimisation objectives 3.3 Monitor quality of cut timber to ensure compliance with optimisation objectives 3.4 Manage reuse, recycling or disposal of items that do not meet quality requirements

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	3.5 Monitor product flow to optimise downstream processes according to workplace procedures
4. Report on optimisation	4.1 Review optimisation objectives in relation to timber volume and value recovery 4.2 Record production outcomes according to workplace procedures 4.3 Compare production outcomes with optimisation objectives 4.4 Report production outcomes and compliance with optimisation objectives to the appropriate person

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Extracts essential information from operational manuals regarding the capability of sawing machines
Writing	• Prepares routine written reports using the required format, language and structure
Oral communication	• Employs active listening and questioning to clarify content of work orders
Numeracy	• Interprets graphical and statistical data to compare production output against optimisation objectives
Navigate the world of work	• Understands main tasks, responsibilities and boundaries of own role
Interact with others	• Uses modes of communication suitable to purpose to confirm and clarify understanding
Get the work done	• Recognises and responds to routine problems

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FWPSAW4207 Optimise timber production for volume and value recovery	Not applicable	New unit	No equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPSAW4207 Optimise timber production for volume and value recovery

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 5.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that, on at least one occasion, the individual has:

- established and implemented a plan for optimising the volume and value recovery of timber production
- in doing the above job, the individual has:
  - followed work order and relevant workplace health and safety and environmental protection procedures
  - identified, assessed and taken actions to mitigate risks and hazards associated with sawing operations
  - recorded and reported on production outcomes and their compliance with optimisation objectives.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- optimisation principles
- cutting patterns
- timber processing constraints:
  - markets
  - timber supply
  - preferred products
  - downstream processing options
- determinants of product mix:
  - timber characteristics
  - machine capability

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  - product demand
- optimisation software
- influences on timber volume and value recovery
- methods for reusing, recycling or disposing of items that do not meet quality requirements
- timber defects:
  - types
  - impact on volume and value of recovered timber
  - inspection methods
- risks and hazards associated with sawing operations
- safe work practices and procedures.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a sawmill or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - optimisation software package and associated computing hardware
  - tools, equipment and timber needed for the work
  - personal protective equipment for sawmill operations
- specifications:
  - template documents for recording production outcomes
  - manufacturer instructions for optimisation software
  - work order with specific instructions for optimising timber production for volume and value recovery
  - workplace procedures for optimising timber production for volume and value recovery.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPTMM2204 Machine material

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 5.0.

Application

This unit of competency describes the skills and knowledge required to set up and operate basic static machines used for sawing, planing, sanding and drilling. This includes identifying requirements in a work order, following workplace health and safety procedures, planning machining processes, setting up and operating static machines and performing routine machine maintenance.

The unit applies to individuals who operate basic static machines in a timber processing or manufacturing facility.

No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Timber Manufactured Products

Timber Merchandising

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for machining	1.1 Review work order and check with appropriate personnel 1.2 Review workplace health and safety procedures, including the use of personal protective equipment, equipment lock-out and safe manual

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	handling techniques 1.3 Identify, assess and take actions to mitigate risks and hazards associated with machining material 1.4 Identify workplace environmental protection procedures for minimising and disposing of waste material, cleaning tools and equipment, and maximising energy efficiency 1.5 Obtain type and quantity of material to be machined from storage location 1.6 Select appropriate equipment, and check for operational effectiveness according to manufacturer recommendations 1.7 Plan material machining process according to work order
2. Set up machines	2.1 Check safety equipment, including emergency stops, gauges, guards and controls 2.2 Complete machine settings and adjustments according to job requirements and manufacturer instructions 2.3 Complete trial runs to check machine operation and accuracy and quality of finished work 2.4 Accept or reject trialled material, and reuse, recycle or dispose of according to workplace and environmental protection practices 2.5 Adjust machine setting as necessary
3. Operate machines	3.1 Complete equipment pre-start-up checks according to workplace procedures 3.2 Operate machine according to manufacturer instructions, safe operating procedures and environmental protection practices 3.3 Monitor machine operation to ensure product quality and output 3.4 Repair sub-quality items to minimise waste, and recycle or discard others according to workplace and environmental protection practices 3.5 Stack material safely in designated location according to work order requirements
4. Complete operator maintenance	4.1 Follow workplace safety procedures to lock out equipment 4.2 Keep machine area clear of dust, off-cuts and debris according to safety and site requirements 4.3 Inspect saw blade, knife, drill or sanding belt condition according to workplace and manufacturer guidelines

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	4.4 Inform appropriate personnel of need to replace saw blade, knife, drill or sanding belt according to workplace and manufacturer procedures 4.5 Record and report machining outcomes, equipment faults and maintenance requirements to appropriate personnel

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interprets key requirements in workplace health and safety and environmental procedures for clearing sawn waste from work area
Writing	• Completes basic written production reports and tally sheets
Oral communication	• Responds to oral questions on routine matters related to output quality
Numeracy	• Uses basic arithmetic skills to identify quantities of required material within work plans, and counts raw materials
Navigate the world of work	• Follows workplace policies and procedures relevant to work role
Interact with others	• Participates in conversations to inform maintenance staff about equipment faults
Get the work done	• Identifies and responds to routine problems

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FWPTMM2204 Machine material	FWPTMM2202 Machine material	Reworded application; revised performance criteria and evidence for mapping; updated	Equivalent unit

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		foundation skills; minor edits/updates to knowledge evidence	

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPTMM2204 Machine material

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 5.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has, on at least one occasion, safely set up and operated basic static machines for each of the following operations: sawing, planing, sanding and drilling; and has:

- followed work order and relevant workplace health and safety and environmental protection procedures
- set up machine
- performed sawing, planing, drilling and sanding operations on timbers and boards from one or more of the following in line with an individual work order:
  - native timber species
  - imported timber species
  - dressed timber
  - in-the-rough timber
  - stress and non-stress graded timber
  - preservative treated timber
  - medium density fibreboard
  - laminated veneer
  - chipboard
  - fibreboard and other manufactured board products
  - coated and/or treated timber products
  - beams or laminated beams
- completed operator maintenance on at least one occasion for each of the following types of machines:
  - sawing machine
  - planing machine
  - drilling machine
  - sanding machine.

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Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- environmental protection practices for forest products factory settings:
  - reducing water and energy use
  - cleaning plant, tools and equipment
  - disposing of, recycling and reusing timber and other waste
- storage layout and categories for:
  - raw materials
  - stacking finished materials
- machining characteristics of timber and timber defects
- cutting patterns and sequences
- industry standard cross-sections and lengths
- types, purpose, features, set-up, operation and non-specialist repair and maintenance of basic static machines:
  - measuring equipment
  - docking saws
  - bench saws
  - panel saws
  - band saws
  - panel planers
  - surface planers
  - drill presses
  - boring machines
  - edge sanders
  - profile sanders
  - panel sanders
  - stroke sanders
- reasons, methods and timing of inspection of condition of saw blade, knife, drill and sanding belt
- workplace procedures specific to machining activities:
  - workplace health and safety, with particular emphasis on equipment lock-out
  - use and maintenance of equipment
  - communication reporting lines
  - recording and reporting cutting process and equipment faults.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:

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    - skills must be demonstrated in a forest and forest products factory setting or an environment that accurately reflects workplace conditions
- resources, equipment and materials:
    - machining tools: docking saws, bench saws, panel saws, band saws, panel planers, surface planers, drill presses, boring machines, edge sanders, profile sanders, panel sanders, stroke sanders
    - measuring equipment
    - maintenance tools and equipment
    - consumable components for replacement during operator maintenance
    - personal protective equipment suitable for machining activities
    - commercially available timbers and boards
    - template reports for recording processing and equipment faults
- specifications:
    - manufacturer instructions for use and maintenance of equipment
    - access to work order for machining activities, with specific instructions for the machining and storage of timber and timber products
    - access to written workplace procedures for machining activities.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPTMM2205 Cut material to length and angles

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to prepare and cut material to length and angle with a power driven saw. It includes non-specialist saw maintenance on completion of operation.

The unit applies to machine operators, timber product workers and manufacturing assistants who undertake specified activities under the direction of more experienced workers.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Timber Manufactured Products (TMM)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for cutting	1.1 Determine information for cutting materials to length and angles from work order and confirm with appropriate person 1.2 Determine type and quantity of material to be cut 1.3 Plan material cutting patterns and saw set-up sequences according to work order and cutting list 1.4 Confirm safety requirements for cutting materials according to

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	workplace safety procedures 1.5 Select, fit and use appropriate personal protective equipment (PPE) 1.6 Select appropriate equipment and carry out a pre-start check according to manufacturer instructions
2. Cut material to length and angle	2.1 Mark up material and set stops in preparation for cutting 2.2 Select and set up appropriate saw for cutting materials 2.3 Operate machinery according to manufacturer instructions and workplace safety requirements 2.4 Produce required quantity of material according to cutting sequence and patterns 2.5 Check cuts for length and angle within allowable tolerance 2.6 Dispose of incorrect cuts, off-cuts and material with defects according to workplace safety and environmental requirements 2.7 Stack material safely according to work order in designated location 2.8 Check product quality and quantity and record against work order 2.9 Report processing faults to appropriate person
3. Complete operator maintenance	3.1 Follow workplace safety procedures to lock-out equipment 3.2 Check saw blades for bluntness or damage 3.3 Remove and replace saw blades according to manufacturer instructions 3.4 Dispose of used blades according to workplace safety and environmental requirements 3.5 Clean and maintain saw and equipment, and check for and report faults or damage 3.6 Clean work area and dispose of sawdust, off-cuts and debris according to workplace safety and environmental requirements 3.7 Report equipment faults or damage to appropriate person

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Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Writing	• Enter routine production information into report documentation/forms, legibly and using industry terminology
Oral communication	• Ask questions and actively listen to clarify contents of work orders • Make accurate verbal reports on processing and equipment faults

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FWPTMM2205 Cut material to length and angles	FWPTMM2201 Cut material to length and angles	Application clarified Performance Criteria, Foundation Skills and Assessment Requirements updated	Equivalent

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPTMM2205 Cut material to length and angles

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has:

- cut a minimum of 25 different lengths of timber material, which include:
  - different timber grades, species and sectional sizes
  - various lengths and sectional sizes of hardwood and softwood engineered wood products (EWP)
  - at least five varying angles
- cut a minimum of five different timber board products into lengths

In performing this work, there must be evidence that the individual has:

- used and maintained a semi-automated saw
- stacked cut timber products into specified stacks.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- workplace policies and procedures relating to cutting activities
- workplace and environmental requirements for safe disposal of waste
- characteristics, properties and limitations and defects of timber products:
  - hardwood
  - softwood
  - EWP
- processes and techniques of:
  - cutting patterns and sequences for single and compound angles
  - assessing saw blade condition
  - using and maintaining machinery and equipment

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    - stacking finished materials
    - recording and reporting cutting process incidents and equipment faults
    - cleaning of plant, tools and equipment
    - disposing of, recycling and reusing timber and other waste
- industry standard cross-sections and lengths
- functional and operational features of tools, equipment and machinery:
    - semi-automated saws
    - bench saws
    - radial arm saws
    - saws with adjustable angle
    - saws with automatic feed
    - saws with one blade
    - table saws
- workplace safety requirements relevant to cutting materials:
    - personal protective equipment (PPE)
    - electrical hazards – use of residual current devices (RCD)
    - hazardous manual tasks
    - equipment lock-out
    - exposure to dust
    - exposure to excessive noise.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
    - skills must be demonstrated in a timber manufacturing workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
    - appropriate machinery and equipment to cut timber products to length and angles
    - materials to cut to length and angles
- specifications:
    - access to work orders, safe work practices and environmental requirements to cut materials to length
    - access to policies and procedures and manufacturer instructions applicable to cutting materials to length

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

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FWPTMM3210 Convert timber

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 5.0.

Application

This unit of competency describes the skills and knowledge required to prepare and re-saw material to specified width and thickness with a power driven saw to optimise timber conversion and usability. This includes identifying requirements in a work order, following workplace health and safety procedures, planning timber conversion, producing sawn boards and performing routine machine maintenance.

The unit applies to individuals who use sawing machines to convert timber in a timber processing or manufacturing facility.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Timber Manufactured Products

Timber Merchandising

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for conversion	1.1 Review work order to determine job requirements and, where required, seek clarification from appropriate personnel 1.2 Review workplace health and safety procedures, including the use of personal protective equipment, equipment lock-out and safe manual

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	handling techniques 1.3 Identify, assess and take actions to mitigate risks and hazards associated with converting timber 1.4 Identify workplace environmental protection procedures for minimising and disposing of waste material, cleaning tools and equipment, and maximising energy efficiency 1.5 Obtain type and quantity of material to be converted from storage location 1.6 Select appropriate equipment, and check for operational effectiveness in line with manufacturer recommendations 1.7 Plan timber conversion and saw set-up according to work order
2. Produce boards	2.1 Set and regularly check saw, carriage and feed, and adjust to suit conversion plan, ordered sizes and tolerances 2.2 Use equipment and machinery according to workplace procedures, safety requirements, manufacturer instructions and environmental protection practices 2.3 Monitor timber supply to ensure quality of finished product and constant supply to saw 2.4 Maintain feed rate and operate saw bench to produce boards without damage to boards or saw blade 2.5 Dispose of incorrect cuts, off-cuts and material with defects according to environmental protection practices 2.6 Stack material safely in designated location according to work order 2.7 Report processing and equipment faults to appropriate personnel
3. Complete operator maintenance	3.1 Follow workplace safety procedures to lock out equipment 3.2 Check saw blades for bluntness or damage 3.3 Remove and replace saw blades according to manufacturer recommendations 3.4 Dispose of used blades according to workplace procedures and environmental protection practices 3.5 Keep saw area clear of dust, off-cuts and debris according to safety and site requirements

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Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interprets key requirements in workplace health and safety and environmental procedures for clearing sawn waste from work area
Writing	• Completes basic written production reports and tally sheets
Oral communication	• Responds to oral questions on routine matters related to output quality
Numeracy	• Uses basic arithmetic skills to identify quantities of required material within work plans, and counts raw materials • Uses standard units of measure to identify order sizes and set up the saw to achieve correct depth, width and thickness of cut • Interprets graphical information in charts to identify the feed rate to optimise quality and quantity of production output
Navigate the world of work	• Follows workplace policies and procedures relevant to work role
Interact with others	• Participates in conversations to inform maintenance staff about equipment faults
Get the work done	• Identifies and responds to routine problems

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FWPTMM3210 Convert timber	FWPTMM3201 Convert timber	Reworded application; added performance criteria relating to workplace health and safety; revised performance evidence for mapping; updated foundation skills	Equivalent unit

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Links

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Assessment Requirements for FWPTMM3210 Convert timber

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 5.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has, on at least one occasion, safely set up, operated and maintained sawing machines to cut timber to width and thickness, and has:

- followed work order and relevant workplace health and safety and environmental protection procedures
- followed workplace policies and practices relevant to converting timber of at least one of the following materials:
  - native timber species
  - imported timber species
  - dressed timber
  - in-the-rough timber
  - green timber
  - stress and non-stress graded timber
  - preservative treated timber
  - coated and/or treated timber products
  - beams or laminated beams
- cut material to width and thickness according to work order and within prescribed workplace tolerances
- conducted operator maintenance on a power driven saw
- stacked batches of cut material according to workplace requirements.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- timber conversion processes:
  - re-sawing in-the-rough boards to optimise single boards through cutting away waste edges

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    - cutting boards into two or more boards, thereby maximising the amount of product in line with the work order
    - saw set-up, including setting depth, width and thickness of cut measured from the fence in line with product order and allowing for kerf (width of saw cut)
- storage layout and categories for raw materials and stacking finished materials, including:
    - preparing for transport
    - categorising in common size, length, width and thickness
    - marking lots in line with work order and site requirements
    - locating so as not to block access or passage
- characteristics of timber and timber defects, including:
    - warp
    - wane
    - cupping
    - shakes
    - insect defects
    - knots
    - resin pockets
- cutting patterns and sequences
- tolerances
- saw feed rates
- industry standard cross-sections and lengths
- types of conversion tools and equipment; their purpose, features, operation and basic non-specialist repair and maintenance:
    - measuring equipment
    - automatic feed controlled ripping saws
    - saws with adjustable thickness (sloping table)
    - saws with one blade
    - rip saws
    - table saws
    - bench saws
- methods for assessing saw blade condition
- environmental protection practices for forest products factory settings:
    - reducing water and energy use
    - cleaning plant, tools and equipment
    - disposing of, recycling and reusing timber and other waste
- workplace procedures specific to conversion activities:
    - workplace health and safety, with particular emphasis on personal protective equipment (PPE) and equipment lock-out
    - use and maintenance of equipment
    - communication reporting lines
    - recording and reporting cutting process and equipment faults.

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Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a forest and forest products factory setting or an environment that accurately reflects workplace conditions
- resources, equipment and materials:
  - one or more of the following items of conversion equipment: automatic feed controlled ripping saws, saws with adjustable thickness (sloping table), saws with one blade, rip saws, table saws, bench saws
  - measuring equipment
  - maintenance tools and equipment for saws
  - consumable components, saw blades
  - a diverse, comprehensive and commercial product range of timber
  - PPE suitable for conversion activities
  - template reports for recording of processing and equipment faults
- specifications:
  - manufacturer instructions for use and maintenance of equipment
  - access to work order for conversion activities, with specific instructions for the cutting and storage of timber and timber products
  - access to written workplace procedures for conversion activities.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPTMM3211 Manufacture using joinery machines

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 5.0.

Application

This unit of competency describes the skills and knowledge required to operate mortise and tenon machines, borers and routers to cut and drill machined joints in timber. This includes identifying work requirements, setting up and operating joinery machines, and completing routine equipment maintenance.

The unit applies to individuals who operate joinery machines in a timber processing or manufacturing facility.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Timber Manufactured Products

Timber Merchandising

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for profiling	1.1 Review work order to determine job requirements and, where required, seek clarification from appropriate personnel 1.2 Review workplace health and safety procedures, including the use of personal protective equipment, equipment lock-out and safe manual

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	handling techniques 1.3 Identify, assess and take actions to mitigate risks and hazards associated with using joinery machines 1.4 Identify workplace environmental protection procedures for minimising and disposing of waste material, cleaning tools and equipment, and maximising energy efficiency 1.5 Obtain type and quantity of material to be machined from storage location 1.6 Select appropriate equipment, including cutting blades or drills, and check for operational effectiveness according to manufacturer recommendations 1.7 Plan manufacturing sequence
2. Set up profile	2.1 Complete equipment pre-start-up checks according to workplace and manufacturer procedures 2.2 Select machine guides and attach to machinery 2.3 Install cutting blades or drills into selected machinery 2.4 Set depth and width of cut or hole according to required process and to minimise waste 2.5 Position material stack in close proximity to maximise ease of machine feeding 2.6 Test equipment set-up for depth and width through trial run on timber, and adjust as required
3. Operate machine	3.1 Feed material into machine at feed rate according to workplace requirements 3.2 Use equipment and machinery according to workplace procedures, manufacturer instructions and environmental protection practices 3.3 Follow, maintain and adjust manufacturing sequence to produce required quantity and maximise feed rate 3.4 Check manufacturing process regularly and adjust to maintain desired depth and width of cut or hole 3.5 Reject material with defects, and reuse, recycle or dispose of according to environmental protection practices 3.6 Stack material safely in designated location according to work order requirements

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	3.7 Report equipment faults to appropriate personnel 3.8 Complete and maintain accurate records and reports of machining outcomes according to workplace procedures
4. Complete operator maintenance	4.1 Follow workplace safety procedures to lock out equipment 4.2 Check cutting blades and drills for bluntness or damage 4.3 Remove and replace cutting blades and drills according to manufacturer recommendations 4.4 Dispose of used blades and drills according to workplace procedures and environmental protection practices 4.5 Keep machine area clear of dust and debris according to workplace requirements

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interprets key requirements in workplace health and safety and environmental procedures for clearing sawn waste from work area
Writing	• Completes basic written production reports and tally sheets
Oral communication	• Responds to oral questions on routine matters related to output quality
Numeracy	• Uses basic arithmetic skills to determine quantity and dimensions of joinery materials • Uses standard units of measure to determine dimensions of finished material • Interprets graphical information in charts to identify the feed rate to optimise quality and quantity of production output
Navigate the world of work	• Follows workplace policies and procedures relevant to work role
Interact with others	• Participates in conversations to inform maintenance staff about equipment faults

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Skill	Description
Get the work done	• Identifies and responds to routine problems

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FWPTMM3211 Manufacture using joinery machines	FWPTMM3202 Manufacture using joinery machines	Reworded application; added performance criteria relating to workplace health and safety; revised performance evidence for mapping; updated foundation skills	Equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPTMM3211 Manufacture using joinery machines

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 5.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has, on at least one occasion, safely set up, calibrated, operated and maintained one or more of the following joinery machines:

- mortise and tenon
- borers
- routers.

In doing the above job, the individual has:

- followed work order and relevant workplace health and safety and environmental protection procedures
- set up profile
- operated machine according to workplace procedures and work order requirements
- safely cleared sawn or machined materials and waste from the joinery machine
- checked, sorted and stacked the finished product
- disposed of waste material
- completed production reports.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- features and uses of these types of machined joints:
  - grooves
  - rebates
  - bevels
  - trenches
  - mortises

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    - tenons
    - holes
- cutting and drilling techniques and processes, including feed rates and finish
- types, purpose, features, operation and basic non-specialist repair and maintenance of cutting and drilling tools and equipment:
    - measuring equipment
    - saws
    - routing machines
    - single or double end tenoners
    - mortisers
    - borers
    - multi-borers
    - drill presses
    - mortising chisels
    - tenoning saws or chains
- environmental protection practices for forest products factory settings:
    - reducing water and energy use
    - cleaning plant, tools and equipment
    - disposing of, recycling and reusing timber and other waste
- workplace procedures specific to production activities using joinery machines:
    - workplace health and safety, with particular emphasis on personal protective equipment (PPE) and equipment lock-out
    - use and maintenance of equipment
    - communication reporting lines
    - recording and reporting cutting process and equipment faults.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
    - skills must be demonstrated in a forest and forest products factory setting or an environment that accurately reflects workplace conditions
- resources, equipment and materials:
    - cutting and drilling tools and equipment: measuring equipment, saws, routing machines, single or double end tenoners, mortisers, borers, multi-borers, drill presses
    - cutting blades and drills: square and angular router cutting bits, drills in varying sizes, mortising chisels, tenoning saws and chains, trenching heads
    - maintenance tools and equipment for cutting and drilling tools
    - consumable components: cutting blades and drills
    - PPE suitable for cutting and drilling activities
    - a diverse, comprehensive and commercial product range of timber

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  - manufacturer instructions for use and maintenance of equipment
  - template reports for recording processing and equipment faults
- specifications:
  - access to work order for production activities, with specific instructions for the cutting, drilling and storage of timber and timber products
  - access to written workplace procedures for production activities using joinery machines.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPTMM3212 Estimate and cost job

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 5.0.

Application

This unit of competency describes the skills and knowledge required to estimate resource requirements, cost and price for the manufacture of a custom made timber product. This includes determining customer requirements, sourcing information, estimating the cost and price of the product and preparing and presenting the quotation.

The unit applies to individuals who calculate the cost and provide customer quotations for custom made timber products.

No licensing, legislative, regulatory, or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Timber Manufactured Products

Timber Merchandising

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Source information for quotations	1.1 Identify, negotiate and confirm customer requirements 1.2 Assess product information for suitability to customer requirements 1.3 Determine delivery point, delivery date and time and method of

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	transportation according to workplace procedures 1.4 Source, select and interpret product costing information 1.5 Record all details according to workplace procedures
2. Estimate materials, time and labour	2.1 Estimate types and quantities of materials required for product manufacture 2.2 Estimate labour and other resource requirements to manufacture and/or install product and other required services 2.3 Document estimate for manufacture, installation and other service provision, and check against customer requirements
3. Calculate cost and price	3.1 Calculate costs for total materials, labour and overheads according to workplace procedures 3.2 Calculate total manufacture and/or installation costs 3.3 Apply mark-up according to workplace procedures, and determine total price to customer 3.4 Document details of calculations and price to customer according to workplace procedures and consumer protection legislation
4. Prepare and present quotation	4.1 Check price and calculations against product and service components and customer requirements 4.2 Prepare and provide quotation to customer according to workplace procedures and consumer protection legislation 4.3 Inform customer of their rights and obligations according to workplace procedures and consumer protection legislation 4.4 Complete and maintain accurate records of quotations according to workplace procedures and consumer protection legislation

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description

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Skill	Description
Reading	• Interprets the content of sometimes unfamiliar and detailed product information documents, including: in-house price lists, product description sheets or manuals, supplier price lists, product description sheets or manuals
Writing	• Develops, documents and presents complex quotations in a prescribed time period according to workplace procedures and formats
Oral communication	• Responds to oral questions on routine and non-routine matters related to customer requirements, costing of products and price of product to customer
Numeracy	• Identifies routine product and costing information, and calculates routine customer supply costs • Calculates mark-up rates and discounts for finished products • Prepares accurate quotations indicating number of products to be delivered, timeframe for delivery and total costs to customer
Navigate the world of work	• Follows workplace policies and procedures relevant to work role
Interact with others	• Participates in conversations to inform customers about price of products
Get the work done	• Identifies and responds to routine customer problems

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FWPTMM3212 Estimate and cost job	FWPTMM3203 Estimate and cost job	Updated industry terminology, workplace health and safety requirements and foundation skills; clarified intent of unit and assessment requirements	Equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPTMM3212 Estimate and cost job

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 5.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that, on at least one occasion, the individual has:

- prepared and presented quotations for a custom made timber product chosen from the following list:
- stairs
- doors
- windows
- frames
- beams
- roof trusses
- floor systems
- wall frames
- calculated the cost of the following components of the custom made timber product:
  - labour
  - materials
  - specialist skills and advice
  - delivery and transportation
  - installation
  - contingencies
- calculated the price of the custom made product including:
  - mark-up
  - discount
  - overheads.

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Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- procedures for determining and negotiating customer requirements in order to prepare a quotation
- procedures for planning and estimating the costs of a custom made timber product, including:
  - methods of determining labour rates and job time length
  - methods of determining job processes and material requirements
  - methods of planning for contingencies
- cost minimisation and waste avoidance procedures and practices
- workplace quotation flow chart
- methods for determining cost and price of custom made timber products
- components of cost of custom made timber products
- primary components of consumer protection laws that relate to the provision of quotations and workplace responsibility for:
  - nominating and charging cancellation fees
  - providing information on potential price increases
  - providing refunds
  - supplying products as described or substituting suitable products when unable
  - guarantees
- industry and workplace practices in relation to:
  - quotation systems
  - sources of information on costs for materials and labour to manufacture and install
  - sources of information on overheads and how overheads are applied to individual quotes
  - delivery types and costs
  - types of fees charged and sources of fee amounts
  - mark-up rates and procedures
  - formats for and inclusions of quotations presented to customers
  - procedures for documenting calculations, communicating quotations to customers and maintaining records.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a forest and forest products factory setting or an environment that accurately reflects workplace conditions
- resources, equipment and materials:
  - computers, keyboards and printers

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  - industry current software programs used to prepare quotations
  - customer briefs on which to quote, including product requirements and special requests
  - product and other workplace information, either electronic or hard copy: in-house price lists, product description sheets or manuals, cost schedules for materials and labour to manufacture and install, schedule of overhead costs, delivery types and costs and schedule of fees
  - workplace template for quotations
- specifications:
  - access to written workplace procedures for preparing and presenting quotations
  - current consumer protection law in relation to preparation and presentation of quotations.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPTMM3213 Read and interpret timber truss or wall frame fabrication plans

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to read and interpret timber floor truss or timber wall frame or timber roof truss fabrication plans. It includes identifying assembly components and fabrication details.

The unit applies to timber manufactured products technicians, timber frame and truss fabricators and machine operators who take responsibility for organising and completing tasks assigned to them without close supervision.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Timber Manufactured Products (TMM)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Read fabrication plans	1.1 Identify drawing views and specifications in timber truss or wall frame fabrication plans 1.2 Identify timber and hardware component details 1.3 Identify fabricating requirements and any restrictions or

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	limitations 1.4 Clarify design and job requirements from fabrication plans
2. Interpret and confirm fabrication plan information	2.1 Confirm component cutting list and layout and joint details from fabrication plan 2.2 Identify sequencing for assembly and fabrication work 2.3 Establish layouts, spacing and sizing of individual structural members 2.4 Determine quantities of and position of bracing and ancillaries for trusses or frames 2.5 Seek additional information and data as required, and confirm details with appropriate person

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Oral communication	• Use clear and concise language and industry and workplace specific terminology when discussing fabrication plan requirements • Ask questions and actively listen to confirm details of fabrication plan information

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FWPTMM3213 Read and interpret timber truss or wall frame fabrication plans	FWPTMM2203 Read and interpret timber truss, floor and/or frame fabrication	Re-titled Indicative unit level revised	Not Equivalent

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Code and title current version	Code and title previous version	Comments	Equivalence status
	plans	Application clarified Performance Criteria re-sequenced Foundation Skills and Assessment Requirements updated	

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPTMM3213 Read and interpret timber truss or wall frame fabrication plans

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has interpreted fabrication information for one of the following and developed a project specification:

- a timber floor truss project, including:
  - span, spacing and position of joists
  - joist type and component sectional sizes
  - bearer and joist type
  - load-bearing requirements
  - cutting requirements
  - specified tie down and bracing requirements
  - metal nail/connector plates
  - special specified requirements
- a timber wall frame project, including:
  - type of construction and number of storeys
  - frame components and spacing, opening sizes and bracing details
  - wind bracing details
  - component types and component cutting list
  - load-bearing requirements
  - requirements for ribbon plates
  - specified tie down, bracing and connection details
- a timber roof truss project, including:
  - type of roof construction
  - floor plan dimensions and wall locations and truss spans
  - truss type and component sectional sizes
  - specified tie down and bracing requirements

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- metal nail/connector plates
- special specified requirements.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- key features of truss or frame fabrication plans:
  - fabrication plans conventions
  - abbreviations, hatching and symbols
  - scale, dimension lines and line types
- terminology used in timber fabrication plans
- truss and frame timber components, metal connections and tie down materials
- units of measurement and allowable component tolerances
- types and features of timber floor and roof trusses and timber wall frames.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a timber fabrication facility or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - fabrication plans and cutting lists
- relationships:
  - person to confirm details of fabrication plan.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPTMM3214 Assemble timber floor trusses

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to plan, set up and assemble timber floor trusses using a purpose-built jig or computer-operated truss table. It includes the operation and control of a truss press.

The unit applies to machine operators and product technicians in a timber and wood products production environment at either a truss/frame fabrication facility or timber merchant's facility who take responsibility for organising and completing tasks assigned to them without close supervision.

No licensing, legislative, or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Timber Manufactured Products (TMM)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for assembly	1.1 Determine job requirements from work order or fabrication plan, and where required, confirm with appropriate person 1.2 Confirm safety requirements for timber floor truss assembly according to workplace safety procedures 1.3 Identify type and determine quantity of material required for

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	assembly of floor trusses according to fabrication plan 1.4 Determine type of nail plates and components required from specifications 1.5 Select, fit and use personal protective equipment (PPE) 1.6 Select appropriate tools and equipment, check for serviceability according to manufacturer recommendations and report faults or damage 1.7 Determine job priorities and sequence job tasks according to fabrication plan
2. Set up for floor timber truss assembly	2.1 Prepare, set up and adjust assembly table or jigs to specified floor truss pattern configuration 2.2 Select and position pre-cut material to include webs, overhang and other design requirements 2.3 Discard defective or unsuitable components according to workplace procedures 2.4 Clamp components in jigs and check for fit and allowable tolerances 2.5 Select and position steel nail plates accurately over joints according to fabrication plan
3. Control pressing operations	3.1 Conduct a pre-operation check on truss press equipment according to manufacturer instructions and workplace procedures 3.2 Carry out inspection of initial truss to ensure all nail plates are fixed according to fabrication plan 3.3 Coordinate and operate truss-pressing operations and confirm finished product complies with fabrication plan and work order
4. Prepare products for despatch and report	4.1 Remove components from assembly table or jigs, and safely stack in designated location according to workplace safety requirements 4.2 Strap, pack and label finished product ready for despatch 4.3 Report equipment faults or production problems according to workplace procedures 4.4 Complete and maintain accurate records and reports of assembly outcomes according to workplace procedures
5. Clean up	5.1 Clean work area and recycle, reuse or dispose of waste according to workplace and environmental requirements

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	5.2 Clean and maintain tools, equipment and machinery, and report any faults or damage according to workplace procedures 5.3 Return and safely store tools and equipment to designated areas

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Writing	• Produce labels using clear and legible writing • Complete records, reports or forms to convey information using correct grammar and punctuation.
Oral Communication	• Use clear and concise language to report production proplems or equipment faults.

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FWPTMM3214 Assemble timber floor trusses	FWPTMM3207 Set up timber floor trusses	Redesigned unit that includes content from FWPTMM3207 Set up timber floor trusses and FWPCOT3243 Operate a truss press	Not Equivalent
FWPTMM3214 Assemble timber floor trusses	FWPCOT3243 Operate a truss press	Redesigned unit that includes content from FWPTMM3207 Set up timber floor trusses and FWPCOT3243 Operate a truss press	Not Equivalent

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Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPTMM3214 Assemble timber floor trusses

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has assembled timber floor trusses on at least two occasions.

In performing this assembly work, there must be evidence that the individual has:

- assembled pre-cut timber truss members and nail plate components with allowable tolerances and to job specifications
- set up and operated a truss press
- prepared timber truss products for despatch according to job design and specifications.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- workplace quality requirements relevant to assembling timber floor trusses
- workplace environmental policy and procedurese for disposing of, recycling and reusing waste materials
- workplace safety requirements revelant to assembling timber floor trusses:
  - safe operation of machinery and equipment
  - exposure to excessive noise
  - hazardous manual tasks
  - use of personal protective equipment (PPE)
  - exposure to dust
  - hazard identification and controls
- processes, procedures and techniques for:
  - flow of material supply in and out of the floor truss assembly area
  - assembly sequences and jig and press operation

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    - stacking and storing materials
    - labelling products for identification and transportation
    - stacking, binding and protecting finished products ready for despatch
    - workplace communication and reporting lines
    - recording and reporting assembly outcomes and equipment faults
- functional and operational features of tools, equipment and machinery for floor truss assembly:
    - measuring and marking equipment
    - electric circular saws
    - docking saws
    - drills
    - assembly jigs
    - assembly table
    - nail plate presses
    - staple and nail guns
    - compressor or compressed air supply
    - strapping equipment
- characteristics, properties and limitations of timber products and components:
    - hardwood, softwood and manufactured timber product
    - various metal connector plates
- timber defects and impact on finished product:
    - warp
    - wane
    - cupping
    - shakes
    - insect defects
    - knots
    - resin pockets
- industry terminology related to floor truss assembly.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
    - skills must be demonstrated in a timber manufacturing or processing facility or an environment that accurately represents workplace conditions
- resources, equipment and materials:
    - timber products and connector plates
    - assembly tables or jigs and press equipment to produce timber floor trusses

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- specifications:
  - access to workplace policies and procedures, job design specifications and work orders applicable to assembling timber floor trusses
  - access to workplace safety and environmental requirements applicable to assembling timber floor trusses
- relationships:
  - supervisor or team member.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPTMM3215 Work effectively in the timber systems design industry

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to work effectively with a broad range of individuals and teams within the timber manufacturing products sector. It includes a sound understanding of the organisations' operations work practices and processes of timber systems design.

The unit applies to individuals who contribute to and provide quality product service to clients in a timber production or design setting. They use their own judgment to deal with predictable and unpredictable problems and decide on solutions to a range of problems during the timber design process.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Timber Manufactured Products (TMM)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Research the timber systems design industry	1.1 Identify, read and interpret relevant timber system design regulations, codes and standards 1.2 Identify relevant workplace safety and environmental requirements

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	for timber systems design work 1.3 Identify roles, responsibilities and scope of work of a timber systems designer 1.4 Identify key industry stakeholders in the timber systems design industry
2. Develop and apply product and process knowledge	2.1 Identify efficient designer practices in timber system design 2.2 Source and share information on new and emerging timber products and construction techniques that impact timber systems design 2.3 Propose and promote the benefits of timber products to stakeholders 2.4 Recognise factors that impact on design and manufacture of timber systems 2.5 Identify methods of design and manufacture that optimise effective production 2.6 Assess own timber system design industry product and process knowledge, and undertake professional development related to job role
3. Work as a timber systems designer	3.1 Identify, read and apply workplace policies and procedures relevant to own work role as timber systems designer 3.2 Develop and maintain effective communications and relationships with stakeholders and workplace team members 3.3 Identify and access materials, design documentation, specifications and equipment to complete the design task 3.4 Sequence design tasks throughout the design project life cycle according to industry practices and workplace procedures 3.5 Utilise technology to design, cost, produce, retain and communicate design information, plans and documentation according to industry and workplace procedures 3.6 Clarify project and design information with manufacturer and client stakeholder 3.7 Identify and resolve problems that impact the design, manufacture and construction of timber systems

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Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Identify and integrate information from various documentation to understand industry and organisational requirements
Oral communication	• Select and use vocabulary appropriate to the audience • Use terminology specific to role
Numeracy	• Use measurement and formulas to calculate material quantities and costing

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FWPTMM3215 Work effectively in the timber systems design industry	Not applicable	This unit has been created to address an emerging skill or task required by industry	Newly created

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPTMM3215 Work effectively in the timber systems design industry

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has completed a minimum of five different timber systems design specific job tasks and has:

- followed relevant workplace policies and procedures relating to the job role as a timber systems designer
- sourced and shared timber system design information with stakeholders or work team
- used timber system design technology.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- building industry regulations, codes and standards relevant to timber systems design:
  - National Construction Code (NCC)
  - Timber Framing Code
- organisational risks of non-conforming design
- construction terminology relevant to timber systems design
- key features of plans, drawings and specifications used in timber systems design:
  - types and applications of plans and drawings
  - drawing conventions
- computers and appropriate software and processes to:
  - research information
  - communicate with internal and external stakeholders
  - input and amend design factors and other data
  - produce drawings, plans and documents
  - save and retrieve documents

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- types, functions, capabilities and limitations of drawing software
- application, characteristics and limitations of materials and components used for:
  - wall frames
  - flooring systems
  - roofing systems
- communication techniques and methods to maintain stakeholder and workplace relationships
- key stakeholders in timber systems design industry:
  - architects
  - engineers
  - suppliers
  - builders
  - building regulators
  - industry associations
  - government bodies
- project life cycle:
  - initial planning
  - contract endorsement
  - project planning
  - timber systems design and manufacture
  - construction progress from commencement to completion
- factors that impact timber design:
  - location and type of building
  - material availability
  - cost and quality of materials and components
  - effect of floor members position on overlaying frame and roof truss member position
- certifying timber systems design layouts
- relevant work health and safety and environmental requirements.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a timber systems design workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - computers, internet access and software programs
  - access to timber systems design software
- specifications:

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  - access to workplace policies, procedures and documentation applicable to timber systems design work
  - access to workplace safety and environmental policies and procedures applicable to timber systems design
  - access to design specifications and building plans
- relationships:
  - stakeholders and/or workplace personnel to discuss timber system designs with.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPTMM4202 Diagnose and calculate production costs

Modification History

Release	Comment
1	Replaces equivalent unit FPITMM4202B Diagnose and calculate production costs, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format.

Application

This unit of competency describes the outcomes required to estimate resource requirements for production of a range of timber products; to calculate overarching production costs and determine general supply costs. The preparation of individual quotations for customers is covered in FWPTMM3203 Estimate and cost job. Work is completed in a forest products factory setting.

The unit applies to timber manufacturing and production supervisors determine production and supply costs for the provision or products, including all overheads, in a forest and wood products factory setting.

No licensing, legislative, regulatory, or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Timber Manufactured Products

Timber Merchandising

Elements and Performance Criteria

Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Gather and diagnose information	1.1 Obtain details of the particular product and competitors' products.

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	1.2 Obtain and analyse details of proposed production operation. 1.3 Access information on labour unit cost projections. 1.4 Source and analyse details of logistic support contracts and supply agreements. 1.5 Access details of proposed warehousing, physical distribution systems and related cost factors. 1.5 Analyse all production cost factors for establishing supply cost.
2. Estimate materials and labour	2.1 Estimate and record types and quantities of material required for production. 2.2 Estimate and record lead times and time requirements for production activities. 2.3 Estimate and record labour requirements for direct production and handling operations.
3. Calculate and document production cost	3.1 Determine production components contributing to overhead costs. 3.2 Determine type and percentage of overhead costs to be attributed to production in line with commercial and organisational procedures. 3.3 Calculate material, labour and overhead costs to determine total production costs. 3.4 Apply mark-up, in line with organisational procedures, and determine supply cost in conjunction with marketing and sales personnel. 3.5 Document details of calculations and supply cost in line with organisational formats.
4. Check and document details of production and supply costs.	4.1 Check costs and calculations against production requirements. 4.2 Report calculation processes and organise checking by relevant personnel for final authorisation. 4.3 Complete and maintain accurate records of production and supply costs in line with organisational procedures.

Foundation Skills

This section describes those core and employment skills that are essential to performance and

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are not explicit in the performance criteria.	
Numeracy skills to:	• interpret production costing information and calculate complex production and supply costs • interpret and calculate organisational mark-up rates • present accurate figures in records of calculations, production and supply costs.
Oral communication skills to:	• clearly represent details of complex production costing information, calculations and rationale for proposed supply cost.

Reading skills to:	• interpret detailed and familiar organisational procedures for production costing
	• interpret complex documents about:
	  • supply and distribution contracts
	  • labour unit costs
	  • organisational overheads.

Writing skills to:	• develop, document and present complex production and supply costs in a clear format.
Planning and organising skills to:	• collect and organise data to inform production costing activities • plan and manage own timing and productivity to complete production costing within deadlines.
Problem-solving skills to:	• identify and resolve mistakes in calculations.
Teamwork skills to:	• consult with and seek feedback from other team members involved in determining production and supply costs. •
Technology skills to:	• use a computer, keyboard and software to prepare and record production and supply costs.

Range of Conditions

Not Applicable

Unit Mapping Information

FPITMM4202B Diagnose and calculate production costs

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPTMM4202 Diagnose and calculate production costs

Modification History

Release	Comment
1	Replaces equivalent unit FPITMM4202B Diagnose and calculate production costs, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format. Assessment requirements now specify the performance and knowledge evidence, as well as assessment conditions for this unit of competency. These sections simplify and replace components used in the previous unit format, including Required Skills and Knowledge, Evidence Guide and Range Statement

Performance Evidence

A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit. If a specific volume or frequency is not stated below, then evidence must be provided that the following requirements have been performed on at least one occasion:

- diagnose and calculate production costs for at least two product ranges selected from this list:
  - pallets
  - crates
  - trellises
  - stairs
  - doors
  - windows
  - frames
  - beams
  - roof trusses
  - floor systems
  - wall frames.

Knowledge Evidence

A person competent in this unit must be able to demonstrate knowledge of:

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- competitors' current products and services and price structure
- sources of negotiated cost of supply, contractual arrangements and preferred supplier arrangements
- sources of organisational costs for:
  - materials specific to production operations
  - labour unit costs specific to production operations
  - particular construction methods
  - complying with environmental protection practices
  - warehousing and distribution
- business overheads and how overheads are applied to individual production operations
- desired profit margins and appropriate commercial mark-ups to suit market acceptance
- organisational procedures for documenting calculations, communicating costs to relevant personnel and maintaining records.

Assessment Conditions

The following resources must be made available:

- computers, keyboards and printers
- industry current software programs used to calculate and document production and supply costs
- comprehensive information about the financial operating costs of a real or simulated business to determine production and supply costs
- relevant personnel for the purposes of communicating information
- organisational procedures for documenting calculations, communicating costs to relevant personnel and maintaining records.

Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting.

Assessor requirements

Assessors must:

- hold the appropriate assessor competency standards as outlined in regulations; and
- be able to demonstrate vocational competencies at least to the level being assessed; and
- be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and assessor competence.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPTMM4209 Interpret details of timber roof trusses to inform design of plans and production documents

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to interpret and apply a broad range of information into the design of timber roof trusses. It includes applying detailed information for the preparation of timber roof truss drawings, production documents and installation instructions using custom software for timber systems design.

The unit applies to timber systems designers and fabricators who use their own judgment to deal with predictable and unpredictable problems and decide on solutions to a range of complex problems during the documentation preparation process.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Timber Manufacturing Products (TMM)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for design of layout plans	1.1 Read and interpret building plans and specifications to determine and verify applied loads and other design factors 1.2 Interpret and apply relevant building codes, regulations and

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	standards for timber roof truss design 1.3 Confirm workplace quality requirements for the design of timber roof trusses 1.4 Consult with stakeholders/clients to clarify design requirements 1.5 Identify and resolve design, production and/or installation issues outside software limitations, and seek appropriate advice 1.6 Check custom computer software for currency
2. Create and review design options	2.1 Design and draft a timber roof truss layout plan 2.2 Review design to confirm it meets client requirements and complies with appropriate building regulations, codes and standards 2.3 Review layout to confirm it optimises efficiency of material use and production procedures 2.4 Amend design options if necessary
3. Design production and installation documentation	3.1 Confirm dimensions, span measurements and timber roof truss layout from building plans and specifications 3.2 Input applied spans, loads and data into software and create a timber roof truss layout 3.3 Prepare production and client installation documentation according to workplace quality requirements 3.4 Certify timber roof truss design complies with relevant building regulations, codes and practices, according to regulatory and workplace requirements 3.5 Store drawings and documentation according to workplace procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Select and extract information from a range of documents and diagrammatic texts

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Skill	Description
Writing	• Apply interrelationships between written and diagrammatic forms to produce installation documentation

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FWPTMM4209 Interpret details of timber roof trusses to inform design of plans and production documents	FWPTMM4205 Prepare and advise on a broad range of timber roof truss details using computers	Redesigned unit that includes content from FWPTMM4205 Prepare and advise on a broad range of timber roof truss details using computers FWPTMM3204 Interpret designs to prepare timber roof truss drawings and documents using computers	Not Equivalent
FWPTMM4209 Interpret details of timber roof trusses to inform design of plans and production documents	FWPTMM3204 Interpret designs to prepare timber roof truss drawings and documents using computers	Redesigned unit that includes content from FWPTMM4205 Prepare and advise on a broad range of timber roof truss details using computers FWPTMM3204 Interpret designs to prepare timber roof truss drawings and documents using computers	Not Equivalent

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPTMM4209 Interpret details of timber roof trusses to inform design of plans and production documents

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has designed layout plans and developed production and installation documentation using timber systems design software for each of the following:

- a hip and valley roof with a minimum area of 100 square metres that includes a dutch gable and a gable end
- a complex hip end
- a sloping ridge.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- building industry regulations, codes and standards relevant to design of timber roof trusses:
  - National Construction Code (NCC)
- risks of non-conforming design
  - responsibilities and limits of authority with regard to certifying and non-conforming design
- types of roofs:
  - bell
  - bowstring
  - dual pitch
  - gabled
  - hipped

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  - mansard
  - skillion
- types of timber roof trusses:
  - A type
  - truncated
  - girder
  - jack
  - rafter
  - gable
  - saddle
  - raking
- interaction between roof truss types
- factors that contribute to roof truss design:
  - climate zones
  - wind forces
  - timber grading
  - tie down requirements
  - roof lining materials
- key features of plans, drawings and specifications:
  - types and applications of plans and drawings
  - relating specified information with plan and drawing details
- appropriate software, including custom software for timber systems design to:
  - research information
  - communicate with internal and external stakeholders
  - input and amend design factors and other data
  - produce drawings, plans and documents
  - store and retrieve documents
- types, functions, capabilities and limitations of drawing software
- application, characteristics and limitations of materials and components used for roofing systems
- certifying timber roof truss design layouts.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a design or manufacturing workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - computers and software, including timber systems design software

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- specifications:
  - access to workplace policies, procedures and processes relevant to designing timber roof trusses and providing design advice
  - access to building regulations, codes and standards relevant to timber roof trusses
  - access to workplace health and safety and environmental policies and procedures applicable to design of timber roof trusses.
- relationships:
  - clients/stakeholders to discuss and confirm timber roof truss design.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPTMM4210 Interpret details of timber floor systems to inform design of plans and production documents

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to interpret and apply a broad range of information into the design of timber floor systems. It includes applying detailed information for the preparation of timber flooring system drawings, production documents and installation instructions using custom software for timber systems design.

The unit applies to timber systems designers and fabricators who use their own judgment to deal with predictable and unpredictable problems and decide on solutions to a range of complex problems during the documentation preparation process.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Timber Manufacturing Products (TMM)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for design of layout plans	1.1 Read and interpret building plans and specifications to determine and verify applied loads and other design factors 1.2 Interpret and apply relevant building codes, regulations and

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	standards for timber floor systems design 1.3 Confirm workplace quality requirements for the design of timber floor systems 1.4 Consult with stakeholders/clients to clarify design requirements 1.5 Identify and resolve design, production and/or installation issues outside software limitations, and seek appropriate advice 1.6 Check custom computer software for currency
2. Design and review design options	2.1 Design and draft a timber floor system layout plan 2.2 Review design to confirm it meets client requirements and complies with appropriate building regulations, codes and standards 2.3 Review layout to confirm it optimises efficiency of material use and production procedures 2.4 Amend design options if necessary
3. Design production and installation documentation	3.1 Confirm dimensions, span measurements and timber floor sections from building plans and specifications 3.2 Input applied spans, loads and data into software and create a flooring system layout 3.3 Prepare and produce production and client installation documentation according to workplace quality requirements 3.4 Certify timber floor design complies with relevant building regulations, codes and practices, according to regulatory and workplace requirements 3.5 Store drawings and documentation according to workplace procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Select and extract information from a range of documents and diagrammatic texts

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Skill	Description
Writing	• Apply interrelationships between written and diagrammatic forms to produce installation documentation

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FWPTMM4210 Interpret details of timber floor systems to inform design of plans and production documents	FWPTMM4206 Prepare and advise on a broad range of timber floor system details using computers	Redesigned unit that includes content from FWPTMM4206 Prepare and advise on a broad range of timber floor system details using computers and FWPTMM3205 Interpret designs to prepare timber floor system drawings and documents using computers	Not Equivalent
FWPTMM4210 Interpret details of timber floor systems to inform design of plans and production documents	FWPTMM3205 Interpret designs to prepare timber floor system drawings and documents using computers	Redesigned unit that includes content from FWPTMM4206 Prepare and advise on a broad range of timber floor system details using computers and FWPTMM3205 Interpret designs to prepare timber floor system drawings and documents using computers	Not Equivalent

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPTMM4210 Interpret details of timber floor systems to inform design of plans and production documents

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has designed layout plans and developed production and installation documentation using timber system design software for one on ground flooring system and one first floor wide span flooring system project, each:

- with a minimum of 100 square metres
- including a minimum of one internal load-bearing wall.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- building industry regulations, codes and standards relevant to design of timber floor systems:
  - National Construction Code (NCC)
- risks of non-conforming design:
  - responsibilities and limits of authority with regard to certifying and non-conforming design
- types of timber flooring systems:
  - I-beams
  - laminated beams
  - webbed truss
  - solid timber sections
  - composite systems
- key features of plans, drawings and specifications:
  - types and applications of plans and drawings

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    - relating specified information to plans and drawing details
- construction terminology
- elements that affect timber floor systems design:
    - types of sub-floor support
    - spans
    - live and dead loads
    - tie down requirements
    - fire separation/protection
    - termite protection
- appropriate software, including custom software for timber systems design to:
    - research information
    - communicate with internal and external clients/stakeholders
    - input and amend design factors and other data
    - produce drawings, plans and documents
    - store and retrieve documents
- types, functions, capabilities and limitations of drawing software
- application, characteristics and limitations of materials and components used for timber flooring systems
- certifying timber floor systems design layouts.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
    - skills must be demonstrated in a design or manufacturing workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
    - computers and software, including timber systems design software
- specifications:
    - access to workplace policies, procedures and processes relevant to designing timber floor systems and providing design advice
    - access to building regulations, codes and standards relevant to timber floor systems
    - access to workplace health and safety and environmental policies and procedures applicable to design of timber floor systems.
- relationships:
    - clients/stakeholders to discuss and confirm timber floor systems design.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

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FWPTMM4211 Interpret details of timber wall frames to inform design of plans and production documents

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to interpret and apply a broad range of information into the design of timber wall frames. It includes applying detailed information for the preparation of timber wall frame drawings, production documents and installation instructions using custom software for timber systems design.

This unit applies to timber systems designer and fabricators who use their own judgment to deal with predictable and unpredictable problems and decide on solutions to a range of complex problems during the documentation preparation process.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Timber Manufacturing Products (TMM)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for design of layout plans	1.1 Read and interpret building plans and specifications to determine and verify applied loads and other design factors 1.2 Interpret and apply relevant building codes, regulations and

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	standards for timber wall frame design 1.3 Confirm workplace quality requirements for the design of timber wall frames 1.4 Consult with stakeholders/clients to clarify design requirements 1.5 Identify and resolve design, production and/or installation issues outside software limitations, and seek appropriate advice 1.6 Check custom computer software for currency
2. Design and review design options	2.1 Design and draft a timber wall layout plan 2.2 Review design to confirm it meets client requirements and complies with appropriate building regulations, codes and standards 2.3 Review layout to confirm it optimises efficiency of material use and production procedures 2.4 Amend design options if necessary
3. Design production and installation documentation	3.1 Confirm dimensions, opening measurements and timber wall frames heights from building plans and specifications 3.2 Input applied spans, loads and data into software and create a wall frame layout 3.3 Prepare and produce production and client installation documentation according to workplace quality requirements 3.4 Certify wall frame design complies with relevant building regulations, codes and practices, according to regulatory and workplace requirements 3.5 Store drawings and documentation according to workplace procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Select and extract information from a range of documents and diagrammatic texts

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Skill	Description
Writing	• Apply interrelationships between written and diagrammatic forms to produce installation documentation

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FWPTMM4211 Interpret details of timber wall frames to inform design of plans and production documents	FWPTMM4207 Prepare and advise on a broad range of timber wall frame details using computers	Redesigned unit that includes content from FWPTMM4207 Prepare and advise on a broad range of timber wall frame details using computers and FWPTMM3206 Interpret designs to prepare timber wall frame drawings and documents using computers	Not Equivalent
FWPTMM4211 Interpret details of timber wall frames to inform design of plans and production documents	FWPTMM3206 Interpret designs to prepare timber wall frame drawings and documents using computers	Redesigned unit that includes content from FWPTMM4207 Prepare and advise on a broad range of timber wall frame details using computers and FWPTMM3206 Interpret designs to prepare timber wall frame drawings and documents using computers	Not Equivalent

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPTMM4211 Interpret details of timber wall frames to inform design of plans and production documents

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has designed layout plans and developed production and installation documentation using timber systems design software for two projects:

- one standard height timber wall project and one raking timber frame project with a pitch of greater than 5 degrees with one being fire rated.

Each project must include:

- a minimum of ten walls
- internal, external and butting intersections
- a minimum of four openings, two with a minimum span of 2.4 m.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- building industry regulations, codes and standards for timber wall frames:
  - National Construction Code (NCC)
- workplace policies, procedures and processes relating to design of wall frames plans and production documents:
- risks of non-conforming design:
  - responsibilities and limits of authority with regard to certifying and non-conforming design
- construction terminology relating to wall frame design
- factors affecting timber frame design:
  - climate zones

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  - wind forces
  - timber grading
  - tie down requirements
- key features of plans, drawings and specifications:
  - types and applications of plans and drawings
  - relating specified information to plans and drawing details
- appropriate software, including custom software for timber systems design to:
  - research information
  - communicate with internal and external stakeholders
  - input and amend design factors and other data
  - produce drawings, plans and documents
  - store and retrieve documents
- types, functions, capabilities and limitations of drawing software
- application, characteristics and limitations of materials and components used for wall frames
- certifying timber wall frame design layouts.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a design or manufacturing workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - computers and software, including timber systems design software
- specifications:
  - access to workplace policies and procedures relevant to designing timber wall frame plans and production documents
  - accesss to building regulations, codes and standards relating to timber wall frame design and production
- relationships:
  - clients/stakeholders to discuss timber frame design.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPTMM4212 Calculate production costs

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to estimate resource requirements for production of a range of timber products. It includes calculating overarching production costs and determining general supply costs.

The unit applies to timber manufacturing and production supervisors in a forest and wood products manufacturing setting, who use their own judgment to deal with predictable and unpredictable problems and decide on solutions to a range of complex problems during the documentation preparation process.

The unit does not cover the preparation of individual quotations for customers.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Timber Manufactured Products (TMM)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Gather and analyse information	1.1 Obtain and analyse details of materials, production operations and labour costs from work order 1.2 Source and analyse details of logistic support contracts and supply

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	agreements 1.3 Identify cost factors relating to warehousing and physical distribution systems 1.4 Identify all production cost factors for establishing supply cost
2. Estimate materials and labour	2.1 Estimate and record types and quantities of materials required for production 2.2 Estimate and record lead times and time requirements for production activities 2.3 Estimate and record labour requirements for direct production and handling operations
3. Calculate and document production cost	3.1 Determine production components contributing to overhead costs 3.2 Determine type and percentage of overhead costs to be attributed to production procedures 3.3 Calculate total production cost and apply mark-up 3.4 Determine supply cost in conjunction with marketing and sales personnel 3.5 Document details of calculations and supply cost according to workplace formats
4. Check and document details of production and supply costs	4.1 Check costs and calculations against production requirements 4.2 Report calculation processes and organise checking by relevant personnel for final authorisation 4.3 Complete accurate records of production and supply costs according to workplace procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Identify implicit and explicit production information for a variety of workplace documentation

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Skill	Description
	• Extract and utilise detailed information contributing to production costs
Writing	• Integrate compiled production costs into a clear financial document
Oral communication	• Use financial terminology and production language when seeking cost supply information
Numeracy	• Use mathematical processes such as ratios, rates and percentages to calculate quantities and overall costs

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FWPTMM4212 Calculate production costs	FWPTMM4202 Diagnose and calculate production costs	Re-titled Minor wording and grammatical changes in Application and Performance Criteria Foundation Skills updated Assessment Requirements updated for clarity	Equivalent

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPTMM4212 Calculate production costs

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has calculated production costs for three different work orders for at least one product range from the list below:

- pallets
- crates
- trellises
- stairs
- doors
- windows
- frames
- beams
- treated timber
- structural timber
- flooring
- decking
- laminated timber
- roof truss
- floor truss
- wall frame.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- sources of negotiated cost of supply, contractual arrangements and preferred supplier arrangements
- sources of production costs for:

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    - materials specific to production operations
    - labour unit costs specific to production operations
    - methods of construction and production
    - complying with environmental protection practices relevant to manufacturing and storage
    - warehousing and distribution
- business overheads and how overheads are applied to individual production operations
- desired profit margins and appropriate commercial mark-ups to suit market acceptance
- workplace procedures for documenting calculations, communicating costs to relevant personnel and maintaining records
- industry regulations, standards and codes of practice relevant to calculating production cost.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
    - skills must be demonstrated a timber manufactured product fabrication or processing facility or an environment that accurately represents workplace conditions
- resources, equipment and materials:
    - workplace documentation and records containing material and product costing and labour costs
- specifications
    - access to work orders according to the Performance Evidence
- relationships:
    - person to discuss product and supply costs.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPWPP2212 Cut panels to profile

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 5.0.

Application

This unit of competency describes the skills and knowledge required to cut panels to a profile using shaping equipment to produce moulded timber products.

The unit applies to production workers who cut panels to profile in a timber processing or manufacturing facility, and includes operator maintenance.

All work must be carried out to comply with workplace procedures, according to state/territory health and safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Wood Panel Products (WPP)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for profiling	1.1 Review work order to determine job requirements and, where required, seek clarification from appropriate personnel 1.2 Review workplace health and safety procedures, including the use of personal protective equipment, equipment lock-out and safe manual

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	handling techniques 1.3 Identify, assess and take actions to mitigate risks and hazards associated with cutting panels to profile 1.4 Identify workplace environmental protection procedures for minimising and disposing of waste material, cleaning tools and equipment, and maximising energy efficiency 1.5 Obtain type and quantity of panels for profiling from storage location 1.6 Identify profile to be cut, and select cutting blades
2. Set up profiling equipment	2.1 Use equipment according to workplace procedures and manufacturer instructions 2.2 Follow lock-out procedures, select and attach machine guides and install cutting blades 2.3 Set depth of cut or profile in line with required shape and to minimise waste 2.4 Stack panels in close proximity to maximise ease of machine feeding 2.5 Test equipment set-up for correct alignment through trial run, and adjust as required
3. Cut material to profile	3.1 Feed panels into machine at feed rate prescribed by work order and according to manufacturer recommendations 3.2 Follow, maintain and adjust cutting sequence to produce required quantity and maximise feed rate 3.3 Check profiling process regularly, and adjust to maintain desired depth and profile 3.4 Dispose of incorrect cuts, off-cuts and defective material in line with environmental protection practices 3.5 Stack panels safely in designated location in line with work order
4. Complete operator maintenance	4.1 Follow organisational safety procedures to lock out equipment 4.2 Check cutting blades for bluntness or damage 4.3 Remove and replace cutting blades in line with manufacturer recommendations 4.4 Keep machine clear of dust and debris in line with organisational safety procedures

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	4.5 Record and report production outcomes, equipment faults and maintenance requirements to appropriate personnel

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Numeracy	• Identifies quantities of required material within work orders, and counts numbers of panels to be profiled • Completes basic calculations of required depth of cut or profile • Measures finished dimensions against specifications and appropriate tolerances
Navigate the world of work	• Understands main tasks, responsibilities and boundaries of own role
Interact with others	• Uses modes of communication suitable to confirm and clarify understanding
Get the work done	• Recognises and responds to routine problems

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FWPWPP2212 Cut panels to profile	FWPWPP2210 Cut panels to profile	Revised performance criteria to include workplace health and safety requirements; revised performance evidence for mapping; updated foundation skills	Equivalent unit

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Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPWPP2212 Cut panels to profile

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 5.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that, on at least one occasion, the individual has:

- followed a work order and relevant workplace health and safety and environmental protection procedures
- produced profiled panels for one or more of the following types of material in line with individual work orders that prescribe different profiles and number of panels for each job:
  - medium density fibreboard
  - laminated veneer
  - chipboard
  - fibreboard
- completed profiling of product chosen from the following list:
  - quad
  - beading
  - mouldings
  - shaped beams
  - architraves
  - skirting boards
  - scotia
- stacked batches of profiled panels in storage location according to common profile type and dimension
- completed operator maintenance on the profiling equipment used.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

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- environmental protection practices for forest products factory settings:
  - reducing water and energy use
  - cleaning plant, tools and equipment
  - disposing of, recycling and reusing timber and other waste
- storage layout and categories for:
  - raw materials
  - stacking finished panels
- typical timber panel defects and how they affect ability to produce quality profiled product:
  - warp
  - wane
  - cupping
  - holes
  - breakages
  - lifting veneer
  - bonding problems
- common profiles and applicable terminology
- common cutting patterns, sequences and appropriate feed rates used to achieve common profiles
- purpose, features and operation of equipment used to cut panels to profile:
  - measuring equipment
  - multi-head planing machines (four siders)
  - spindle moulders
  - routing machines
  - shaping machines
  - machine guides
- methods for assessing cutting blade condition, and completing basic non-specialist repair and maintenance for profiling equipment
- organisational procedures specific to cutting panels to profile:
  - workplace health and safety, with particular emphasis on equipment lock-out and use of personal protective equipment (PPE)
  - communication reporting lines
  - recording and reporting production outcomes, equipment faults and maintenance requirements.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a timber processing or manufacturing facility or an environment that accurately represents workplace conditions

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- resources, equipment and materials:
  - measuring equipment
  - profiling equipment that includes one or more of the following: multi-head planing machines (four siders); spindle moulders; routing machines; shaping machines
  - machine guides
  - maintenance tools and equipment
  - consumable profile cutting blades in various shapes and sizes
  - PPE suitable for cutting panels to profile
  - commercial timber that includes one or more of the following: medium density fibreboard; laminated veneer; chipboard; fibreboard
- specifications:
  - manufacturer instructions for use and maintenance of equipment
  - work order for cutting activities with specific instructions for cutting and storing panels
  - template documents for recording production outcomes, equipment faults and maintenance requirements
  - organisational procedures for cutting panels to profile.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPWPP2213 Cut panels

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 6.0

Application

This unit of competency describes the skills and knowledge required to cut panels to size with a power-driven saw. The unit includes preparing for work, using a power-driven saw to cut materials to size, and performing routine operator maintenance.

The unit applies to individuals who cut panels in a forest and wood products manufacturing setting.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Wood Panel Products (WPP)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for cutting	1.1 Determine job requirements from work order or instruction and, where required, seek clarification from appropriate person 1.2 Confirm safety and environmental requirements for the task according to workplace safety procedures 1.3 Identify, assess and take actions to mitigate risks and hazards associated with using a power-driven saw

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.4 Plan cutting patterns and saw set-up sequences according to workplace procedures 1.5 Consult with team members and other appropriate personnel to ensure that work is coordinated effectively with others in the workplace 1.6 Locate saw and other support equipment needed for the work, and check for correct operation and safety 1.7 Select, fit and use personal protective equipment 1.8 Conduct pre-start-up checks of saw to determine serviceability according to manufacturer instructions
2. Cut material to size or angle	2.1 Use equipment according to workplace safety procedures, manufacturer instructions and environmental requirements 2.2 Mark up material and set stops in preparation for cutting 2.3 Follow cutting sequence and patterns to produce required quantity 2.4 Check cuts for length and angle within set tolerances 2.5 Dispose of incorrect cuts, offcuts and defective material according to workplace and environmental requirements 2.6 Stack material safely in designated location according to workplace procedures
3. Complete operator maintenance	3.1 Lock out, clean and maintain fixed saw according to manufacturer recommendations and workplace procedures 3.2 Check saw blades for bluntness or damage 3.3 Remove and replace saw blades according to manufacturer recommendations 3.4 Dispose of used blades according to workplace and environmental requirements 3.5 Keep machine clear of dust and debris according to workplace safety procedures 3.6 Record and report production outcomes, equipment faults and maintenance requirements to appropriate person

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Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret workplace documentation to determine requirements
Writing	• Use correct technical and specific vocabulary to accurately and legibly complete simple workplace records and forms
Oral communication	• Ask open and closed probing questions and actively listen to clarify contents of work plans
Numeracy	• Complete basic calculations of required length and angle to determine saw set-up • Use measurements to mark up and check finished dimensions of materials

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FWPWPP2213 Cut panels	FWPWPP2201 Cut panels	Application and Performance Criteria updated and reworded Assessment Requirements clarified	Equivalent

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPWPP2213 Cut panels

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 6.0

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has:

- cut four different sets of panels to length and width within the specified tolerances, from at least two of the following materials:
  - medium density fibreboard
  - laminated veneer
  - chipboard
  - fibreboard
  - plywood
  - continuous ply
  - laminated timber
- completed cutting patterns and sequences for single straight cuts and angles requiring one cutting pass set for multiple cuts of the same size
- stacked cut panels in the designated storage location according to common length and width
- completed operator maintenance on the saw used.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- environmental requirements for disposing of, recycling and reusing timber and other waste
- storage layout and categories for:
  - raw materials
  - stacking finished panels
- typical timber panel defects and how they affect ability to produce quality sawn panels:
  - warp

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    - cupping
    - voids
    - blow out
    - delamination
- cutting patterns and sequences for single straight cuts and angles requiring one cutting pass
- range of industry standard lengths, cross-sections and tolerances and applicable terminology
- purpose, features and operation of equipment used to cut panels:
    - measuring equipment
    - manually controlled docking and trimming saws
    - band saws
    - bench saws
    - panel saws
    - saws with adjustable angle
    - saws with one or multiple blades
    - table saws
- methods for assessing saw blade condition and completing basic non-specialist repair and maintenance for saws
- workplace safety requirements for cutting panels with a power-driven saw:
    - hazard identification and control measures
    - equipment lock-out
    - personal protective equipment (PPE)
    - hazardous manual tasks
- workplace requirements for recording and reporting production outcomes, equipment faults and maintenance requirements.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
    - skills must be demonstrated in a wood product manufacturing setting or an environment that accurately represents workplace conditions
- resources, equipment and materials:
    - tools, equipment and machinery to cut panels
    - range of panel types for cutting
    - PPE
- specifications:
    - access to work order or instructions detailing the task to be carried by operator

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  - access to workplace safety and environmental policies and procedures applicable to cutting panels using a power-driven saw access to workplace procedures and forms for recording production, quality and maintenance reports
  - manufacturer specifications for power-driven saw used to cut panels
- relationships:
  - person to confirm work order and instructions and report production issues and equipment faults.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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AHCARB212 Operate and maintain stump grinding machines

Modification History

Release	Comments
Release 1	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 5.0.

Application

This unit of competency describes the skills and knowledge required to operate motorised stump grinding machines to safely remove tree stumps.

The unit applies to individuals who operate stump grinders in a broad range of arboriculture contexts who undertake defined routine activities under supervision. They exercise limited autonomy within established and well known parameters, providing solutions to a limited range of predictable problems.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Arboriculture (ARB)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for stump removal operations	1.1 Confirm work instructions and stumps to be removed with supervisor 1.2 Assess the size and scale of stump grinding works 1.3 Identify and confirm location and depth of above and below ground services with supervisor

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.4 Confirm workplace health and safety hazards and controls from job safety analysis (JSA) with supervisor 1.5 Confirm availability of first aid and emergency personnel, equipment and procedures 1.6 Unload stump grinder from transport vehicle according to workplace and safety procedures
2. Carry out stump grinder pre-operational and safety checks	2.1 Check maintenance log for outstanding performance issues, and report incomplete maintenance to supervisor 2.2 Conduct pre-start checks on stump grinder according to manufacturer instructions 2.3 Check fluid levels and fill to manufacturer specifications 2.4 Check safety guards are secure and in place 2.5 Check safety switches are functioning correctly 2.6 Check debris curtain is in working order according to manufacturer instructions
3. Complete preparations for work	3.1 Select, check and use personal protective equipment 3.2 Assess stump and surrounds for impediments to grinding operations 3.3 Implement workplace health, safety, site, environmental and traffic control measures
4. Operate stump grinder	4.1 Plan the grinding operation and position grinder according to site conditions and operator instructions 4.2 Implement stump grinder start-up procedure 4.3 Operate stump grinder to grind stump according to manufacturer and operator instructions 4.4 Monitor cutting operation and adjust cutting rate and depth according to manufacturer and supervisor instructions 4.5 Undertake corrective action when stump grinder performance or safe operation has been compromised 4.6 Implement shutdown procedures following stump removal

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
5. Complete stump grinding operations	5.1 Dispose of waste according to work instructions and environmental procedures 5.2 Clean stump grinder and equipment according to workplace and biosecurity procedures 5.3 Perform operator maintenance according to manufacturer instructions 5.4 Report and record stump grinder usage, maintenance and repair requirements according to repair and maintenance procedures 5.5 Load and secure stump grinder onto transport vehicle according to workplace and safety procedures, and regulatory requirements 5.6 Maintain records and report stump grinding outcomes according to workplace procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret textual information from maintenance logs, operating instructions and policies to identify relevant and key information for preparing and operating machinery safely
Writing	• Complete stump grinder operation records using clear language and industry terminology to ensure clarity of meaning
Numeracy	• Perform basic calculations to determine fuel mixtures and machine fluid level and volumes

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
AHCARB212 Operate and maintain	AHCARB206 Operate and maintain	Prerequisite units removed	Equivalent

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stump grinding machines	stump grinding machines	Performance criteria clarified Foundation skills added Assessment requirements updated	

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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Assessment Requirements for AHCARB212 Operate and maintain stump grinding machines

Modification History

Release	Comments
Release 1	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 5.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has safely operated a stump grinding machine to remove at least one stump no less than 60cm in diameter, including:

- unloaded and loaded the grinder on a transport vehicle
- carried out set-up and pre-operational and safety checks
- prepared the site ready for stump grinding work
- cleaned, sharpened and maintained the stump grinder.

There must also be evidence that the individual has:

- confirmed work instructions and stumps to be removed, and assessed the size and scale of the works
- confirmed hazards and controls from job safety analysis (JSA) including:
  - located services
  - selected, checked and used appropriate personal protective equipment
  - confirmed the availability of first aid and emergency equipment, personnel and procedures
  - implemented workplace health, safety, environmental and traffic control measures
- reviewed the maintenance log for outstanding performance issues, and reported inconsistencies
- assessed stump surrounds for impediments to stump grinding operations and planned and positioned stump grinding machine according to site conditions and operating procedures
- implemented start-up procedure and operated stump grinder including monitored ongoing performance and undertook adjustments and corrective action where performance was lacking
- shut down machine according to operator instructions and cleaned stump grinder disposing of waste material according to environmental and biosecurity procedures
- maintained records and reported grinding operations according to workplace procedures.

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Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- site hazards, risk assessment and documenting controls in JSA, including:
  - control measures for workplace health, safety, site, environmental and traffic control
  - personal protective equipment
  - first aid kits and access
  - emergency procedures
  - methods and purpose for locating above and below ground services
  - exclusion zones, barriers and fencing
- pre-operational checks of stump grinders, including:
  - maintenance logs and their purpose
  - belts and pulleys, wear and replacement
  - cutter head and teeth adjustments and sharpening
  - tyre pressure
  - oil and fluid levels
  - preparing and adding fuel
  - hydraulic hoses
  - brakes
  - engine types and fuels
- safety checks of stump grinders, including:
  - guards for belt, power take-off (PTO) and grinder head
  - kill switch
  - dead man
  - debris curtain
- operation of stump grinders, including:
  - impediments to stump grinding operations
  - cutter head engagement and disengagement
  - positioning of stump grinders and operator
  - methods for determining spread and depth of cut
  - engine speed (rpm)
  - common faults, their signs and symptoms
- environmental implications of stump grinding operations, including methods of collecting waste material and disposal and recycling
- basic maintenance of stump grinding machines, including:
  - sharpening teeth
  - teeth replacement
  - belt replacement
  - records of operator usage in log record

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- methods of maintaining records for maintenance and replacement items.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - access to stumps ready for grinding
- resources, equipment and materials:
  - stump grinder
  - tooth sharpening equipment
  - tools and equipment for conducting basic maintenance practices
  - cutter teeth
  - fuel and spill kit
  - personal protective equipment
  - first aid, emergency and traffic management kit
- specifications:
  - workplace procedures for stump grinding
  - manufacturer instructions for safe operation, cleaning and storage of stump grinding equipment
  - arboriculture hygiene and biosecurity standards.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards. In particular, assessors must have:

- arboriculture vocational competencies at least to the level being assessed
- current arboriculture industry skills directly relevant to the unit of competency being assessed.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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AHCARB319 Use arborist climbing techniques

Modification History

Release	Comments
Release 1	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 5.0.

Application

This unit of competency describes the skills and knowledge required to climb trees with ropes, harnesses and specialist equipment using climbing techniques for the purpose of mobility in the canopy of trees to acquire a safe work position.

The unit applies to individuals who work in arboriculture under broad direction and take responsibility for their own work. They use discretion and judgement in the selection, allocation and use of available resources and for solving problems.

The arboriculture industry requires that all climbing work is undertaken according to preferred industry practices (as oultined in the Companion Volume).

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Arboriculture (ARB)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare site and inspect equipment	1.1 Confirm access to site and scope of works according to workplace procedures 1.2 Undertake a site-specific job safety analysis (JSA), record and

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	implement control measures according to workplace safety procedures 1.3 Confirm availability of first aid and rescue personnel, equipment and procedures 1.4 Conduct pre-operational preparations and safety checks, on ropes, harnesses, tools and equipment 1.5 Select, check and use personal protective equipment
2. Prepare to access tree	2.1 Inspect tree to determine efficient safe access route and method through discussion with work team 2.2 Select and prepare climbing equipment according to manufacturer instructions, work health and safety regulations and industry standards 2.3 Configure climbing equipment components to form functional tree climbing system appropriate to the access method selected 2.4 Tie, dress, set and finish climbing knots and hitches according to climbing system requirements 2.5 Sharpen, prepare and fit climbing spurs and gaffs for dismantling work 2.6 Conduct pre-climb checks of configured systems to ensure compatibility, safety and function according to climbing system, industry standards and manufacturer instructions
3. Access and work position within tree	3.1 Select suitable anchor points according to load bearing and access requirements 3.2 Install low-risk anchor points using throw lines 3.3 Inspect and test remotely installed anchor points are secure before use 3.4 Ascend tree and access work positions within tree crown using climbing systems appropriate for work task and tree structure 3.5 Configure and use components within functional climbing systems for ascending trees and work positioning 3.6 Access work positions within tree crown by using climbing techniques for both pruning and dismantling work tasks 3.7 Communicate with work team during operations according to work site and environmental conditions using methods agreed with work team 3.8 Observe and maintain safe clearance from hazards and climbing and rigging equipment

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	3.9 Maintain awareness and clearances for avoiding electrical power lines according to workplace safety procedures
4. Descend from tree	4.1 Descend tree using climbing equipment in a controlled manner 4.2 Remove all climbing equipment safely in a controlled manner according to manufacturer instructions 4.3 Inspect, clean, maintain and store climbing and safety equipment according to manufacturer instructions

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Writing	• Accurately complete organisational documents, including job safety analysis and records

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
AHCARB319 Use arborist climbing techniques	AHCARB307 Undertake advanced tree climbing	Title changed Prerequisite units removed Elements and performance criteria clarified Foundation skills added Assessment requirements updated	Equivalent
AHCARB319 User arborist climbing techniques	AHCARB311 Tie, dress, set and finish arborist knots	Some content is covered in this redesigned unit	Not equivalent

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Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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Assessment Requirements for AHCARB319 Use arborist climbing techniques

Modification History

Release	Comments
Release 1	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 5.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence the individual has safely and efficiently climbed a tree of at least 18 metres in height and at least 10 metres in canopy spread using rope climbing equipment, without the aid of climbing spurs. The individual must have:

- reached at least five different designated outer extremities of the tree structure
- selected and performed a suitable, safe and efficient access method consistent with the tree structure and the designated working positions
- selected and used suitable, safe and efficient work positioning methods to reach each target, including the use of multiple lines, redirects and advanced climbing methods
- descended the tree safely and retrieved all climbing equipment.

The timeframe allowed to reach the designated targets must meet industry expectations for the size and shape of the tree being climbed.

There must be evidence the individual has safely and efficiently climbed to a height of 15 metres above the ground using climbing spurs in a tree to be removed. The tree must have at least five metres of clear trunk below the lowest branch. The individual must:

- ascend and descend a trunk by spur climbing the trunk without setting a line at the top
- transition around obstacles safely
- perform a self-arrest
- use branch walking techniques to access designated working positions
- descend the tree safely and retrieve all climbing equipment.

The timeframe allowed to reach the designated targets must meet industry expectations for the size and shape of the tree climbed.

There must also be evidence that the individual has:

- installed a throw line in a tree in a predetermined union representing a target of no larger than 600 mm in diameter and at least 20 metres above the throwing position within a timeframe of 15 minutes

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- selected, checked and configured climbing equipment components to form safe and functional climbing systems appropriate for climbing tasks
- identified unsafe equipment, climbing system configuration and climbing techniques.

There must also be evidence that the individual has prepared to conduct climbing work, including:

- undertaken a job safety analysis (JSA) for the specific site and work activities and implemented control measures including:
  - confirmed availability of first aid and rescue personnel, equipment and procedures
  - conducted pre-operational and other safety checks, on ropes, harnesses, tools and equipment
  - selected and used personal protective equipment (PPE) and safety equipment
- performed a pre-climb inspection and identified climbing hazards and controlled risks, including:
  - correctly identified tree species
  - assessed tree for stability and tree defects
  - adjusted climbing plan and implemented control measures
- selected, prepared and fitted climbing equipment.

There must also be evidence that the individual has:

- selected an access system and method that is safe, efficient and suitable for the tree structure and work task
- installed climbing and access ropes to suitable tree anchor points within the tree structure, and used throwlines to install:
  - anchor points near the top of the tree
  - a stationary rope technique (SRT) canopy anchor
  - a SRT basal anchor
  - a moving rope technique (MRT) anchor point including the installation of a cambium saver
- safely ascended and descended tree, transitioned between points of attachment and used work positioning methods, including:
  - used MRT and trunk-walking, foot ascenders or footlocking
  - used SRT
  - installed a second point of attachment when in a working position
  - used multiple lines for climbing and tree operations for both MRT and SRT
  - used natural and artificial redirects
  - used climbing spurs for work positioning
- safely retrieving climbing equipment according to industry standards and manufacturer instructions
- tied, dressed, set and finished the following 19 climbing knots and hitches for rigging and climbing applications according to industry standards:
  - scaffold knot
  - double fisherman's bend/prusik loop

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  - girth hitch
  - prusik hitch (English prusik)
  - Blake's hitch
  - marlinspike hitch
  - clove hitch
  - double-overhand stopper knot
  - sheet bend
  - slippery sheet bend
  - bowline knot (with a tie-off or stopper knot)
  - running bowline knot
  - bowline on a bight
  - alpine butterfly
  - klemheist
  - figure-8 loop
  - munter hitch
  - Flemish bend
  - Zeppelin bend
- tied at least one of the following advanced climbing hitches:
  - Distel hitch
  - Valdôtain tresse (French prusik)
  - Schwabisch hitch
  - Knut
- communicated with work team during operations using agreed communication procedures.

All arborist tree climbing work is required to be performed according to preferred industry practices (as outlined in the Companion Volume).

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- preferred industry practices (as outlined in the Companion Volume) for arborist tree climbing work
- assessing and selecting methods for climbing trees and methods of tree access, including:
  - selecting a climb plan or work strategy to achieve a scope of works
  - selecting climbing systems that are safe, simple, efficient and ergonomic
  - identifying tree hazards and selecting low-risk work methods
- assessing work health, safety, site, environmental and traffic control measures, including:
  - completing JSAs for site-specific risks
  - purpose of first aid and rescue personnel, equipment and procedures

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  - pre-operational and safety checks, on ropes, harnesses, tools and equipment
  - PPE used when climbing
- arborist climbing equipment, use and maintenance, including:
  - ropes and their materials, construction and characteristics
  - uses of climbing ropes and lanyards
  - types of climbing ropes
  - harnesses
  - triple locking carabiners and other connectors
  - climbing hardware, including ascenders, descenders, mechanical friction devices, false crotches and artificial redirects
  - climbing spurs and gaffs, their preparation and use for climbing trees
  - maintaining separation between spurs, rigging equipment and ropes
- purpose, function, selection, tying, dressing, setting and finishing of arborist knots used for climbing techniques
- safety when climbing trees, including:
  - safe working limits, ropes and equipment
  - defects in ropes, tools and equipment
  - controlled descent operations
  - controlled removal of access equipment
  - forces applied to anchor points during access and work positioning using MRT and SRT
  - forces applied at primary anchor points and at redirects
- hazards to avoid when climbing within the tree canopy, including:
  - power line safe approach distances and vegetation clearances
  - tree structural defects
  - animals or insects
  - hangers or suspended loads
  - deciding on low-risk access routes
- limits, advantages and disadvantages of friction hitches, including:
  - Blake’s hitch
  - Prusik hitch (English prusik)
  - klemheist
  - specialised variations, including Distel hitch, Valdôtain tresse (French prusik), Schwabisch hitch, Knut
- selecting appropriate knots suited for rigging or climbing applications and equipment, including:
  - loss of rope strength
  - appropriate knot for application
  - requirements for secondary knots and stopper knots
- arborist knots, including:
  - knot type and tying procedure

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  - dressing
  - setting
  - finishing
- communications strategies used in arboriculture, including:
  - voice
  - hand
  - whistle signals
  - electronic communications
- assessing tree access routes, techniques and equipment and evaluating risk, including:
  - moving rope technique (MRT) and stationary rope technique (SRT)
  - use of climbing spikes of various lengths
  - transitions between points of attachment
  - natural and artificial redirects
  - use of multiple lines to access trees and tree parts
  - low-risk anchor points
- inspecting, cleaning, maintaining and storing climbing equipment.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - trees as stipulated in performance evidence
- resources, equipment and materials:
  - full arborists climbing kit
  - climbing spikes
  - communications equipment agreed by work crew
  - PPE
  - first aid and emergency response equipment
- specifications:
  - workplace and manufacturer instructions for safe operation, cleaning and storage of the equipment specified in the assessment conditions
  - preferred industry practices (as outlined in the Companion Volume) for arborist tree climbing work
- relationships:
  - work team.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards. In particular, assessors must have:

- arboriculture vocational competencies at least to the level being assessed

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- current arboriculture industry skills directly relevant to the unit of competency being assessed.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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AHCARB322 Access trees for inspection

Modification History

Release	Comments
Release 1	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 5.0.

Application

This unit describes the skills and knowledge required to access trees for inspection. It does not describe the skills and knowledge required to access trees to conduct arboricultural work, tree pruning or removal.

The unit applies to individuals who work under broad direction and take responsibility for their own work. They use discretion and judgement in the selection, allocation and use of available resources and for solving problems.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Arboriculture (ARB)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare site and inspect equipment	1.1 Confirm access to site and scope of works according to workplace procedures 1.2 Undertake a site-specific job safety analysis (JSA), record and implement control measures according to workplace safety procedures 1.3 Confirm availability of first aid and rescue personnel, equipment

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	and procedures 1.4 Conduct pre-operational preparations and safety checks, on ropes, harnesses, tools and climbing equipment 1.5 Select, check and use personal protective equipment
2. Prepare to access tree	2.1 Inspect tree to determine efficient low-risk access route and climbing method through discussion with work team 2.2 Select and prepare climbing equipment according to manufacturer instructions, workplace health and safety regulations and industry standards 2.3 Configure climbing equipment components to form functional tree climbing system appropriate to the access method selected 2.4 Tie, dress, set and finish climbing knots and hitches according to climbing system 2.5 Conduct pre-climb checks of configured systems to ensure compatibility, safety and function according to selected climbing system, industry standards and manufacturer instructions
3. Access tree safely to work position	3.1 Select and install suitable anchor points according to access method selected 3.2 Use climbing equipment to ascend tree to suitable work positions within crown using safe access route 3.3 Undertake transitions between attachment points safely to reach suitable work positions 3.4 Communicate with work team during operations according to work site and environmental conditions using methods agreed with work team 3.5 Maintain awareness and clearances to avoid power lines according to workplace safety procedures
4. Descend from tree	4.1 Descend tree using climbing equipment in a controlled manner 4.2 Remove all climbing equipment safely in a controlled manner according to manufacturer instructions 4.3 Inspect, clean, maintain and store climbing and safety equipment according to manufacturer instructions

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Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Writing	• Accurately record and complete workplace job safety analysis using clear language, grammar and industry terminology

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
AHCARB322 Access trees for inspection	AHCARB312 Use standard climbing techniques to access trees	Title changed Prerequisite unit removed Performance criteria clarified Foundation skills added Assessment requirements updated	Equivalent

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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Assessment Requirements for AHCARB322 Access trees for inspection

Modification History

Release	Comments
Release 1	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 5.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has used climbing techniques to access at least 2 structurally different trees, including:

- confirmed access to site and scope of works
- identified workplace health, safety and environmental hazards and completed a job safety analysis (JSA) or safe work method statement (SWMS) for the site and activities
- confirmed availability of first aid and rescue personnel, equipment and procedures
- conducted pre-operational safety checks, on ropes, harnesses, tools and equipment
- selected and used personal protective equipment (PPE) and safety equipment during works
- inspected tree and discussed with work team to determine a safe and efficient access route
- selected and prepared climbing equipment for accessing tree
- ascended, navigated though and descended tree canopy using harness and lanyard and safe anchor points, following safe climbing techniques, including:
  - moving rope with prusik technique
  - trunk walking technique
  - use of foot ascenders
- tied, dressed, set and finished the following climbing knots and hitches, including:
  - alpine butterfly
  - blake's hitch
  - scaffold knot
  - double fisherman's bend/prusik loop
  - girth hitch
  - English prusik hitch
  - marlinspike hitch
  - munter hitch

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  - clove hitch
  - double-overhand stopper knot
  - bowline
  - running bowline
- communicated with work team during operations using agreed communication procedures
- maintained safe clearances from power lines
- removed all access equipment in a controlled manner on descend from tree
- inspected, cleaned, maintained and stored climbing and personal protective equipment according to manufacturer instructions.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- assessing and selecting different methods for climbing trees
- workplace health, safety, site, environmental and traffic control measures, including:
  - completing JSAs and SWMS for site-specific risks
  - purpose of first aid and rescue personnel, equipment and procedures
  - pre-operational and safety checks, on ropes, harnesses, tools and equipment
  - PPE used when climbing
- inspection, use and maintenance of arborist climbing equipment, including:
  - ropes and their characteristics
  - rope type, construction and materials
  - rope inspection and failure conditions
  - uses of climbing ropes
  - triple-locking carabiners
  - climbing hardware
- purpose, function, selection, tying, dressing, setting, checking and finishing of arborist knots used for climbing techniques
- safety when climbing trees, including:
  - safe working limits of ropes and equipment
  - defects in ropes, tools and equipment
  - climbing harnesses and lanyards
- hazards to avoid when climbing within the tree canopy, including:
  - safe distances from electrical power lines
  - tree structural defects
  - the presence of insects or other animals
  - deciding on low-risk access routes
- environmental impacts of tree access methods, including:
  - potential impact on tree of various climbing methods
  - impact on animal habitat or food source

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- communications strategies used when climbing with a work team, including:
  - voice
  - hand
  - electronic communications
- climbing techniques using ropes and harnesses, including:
  - moving rope with prusik technique
  - trunk walking
  - foot ascenders
  - safe transitions between points of attachment
  - low-risk anchor points
  - controlled descent operations
- controlled removal of access equipment
- procedures for inspecting, cleaning, maintaining and storing climbing equipment.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - two trees with different canopy structures as stipulated in the performance evidence
- resources, equipment and materials:
  - standard climbing kit
  - harness
  - arborist communications equipment
  - personal protective equipment
  - first aid and emergency response equipment
- specifications:
  - workplace and manufacturer instructions for safe operation, cleaning and storage of the equipment specified in the assessment conditions
- relationships:
  - work team.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards. In particular, assessors must have:

- arboriculture vocational competencies at least to the level being assessed
- current arboriculture industry skills directly relevant to the unit of competency being assessed.

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Links

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AHCBUS502 Market products and services

Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Application

This unit of competency describes the skills and knowledge required to market products and services.

All work must be carried out to comply with organisational requirements, work health and safety legislation and codes, sustainability practices and in consultation with the management team.

This unit applies to individuals who take personal responsibility and exercise autonomy in undertaking complex work. They must analyse information and exercise judgement to complete a range of advanced skilled activities.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

Pre-requisite Unit

Nil.

Unit Sector

Business (BUS)

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Analyse market	1.1 Identify, research and analyse existing or new markets for

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Element	Performance criteria
information	existing or new products or services using techniques to ensure reliable data 1.2 Analyse past trends and developments to determine market variability and associated risks 1.3 Develop gross margin budgets to account for market variability 1.4 Identify and evaluate competing products to determine strengths and weaknesses of own products 1.5 Monitor market environment to ensure information is current and reliable 1.6 Identify the legal, ethical and environmental constraints of the markets and their effect on the enterprise 1.7 Identify product specifications that suit market requirements and price advantage at the time 1.8 Present clear and concise information to the enterprise management team
2. Identify and evaluate factors to include in a marketing plan	2.1 Identify and evaluate production processes to ensure required product specifications are met 2.2 Identify and assess alternative selling strategies and techniques to identify marketing targets and methods 2.3 Identify and assess distribution channels and their role in your marketing strategies 2.4 Ensure the data used is reliable and the market environment and trends are substantiated 2.5 Evaluate the role of marketing professionals in providing advice
3. Develop a marketing plan for your products and services	3.1 Establish marketing objectives based on current and potential product specifications 3.2 Select appropriate production processes to ensure product specifications are met 3.3 Select selling strategies to ensure required prices are achieved 3.4 Select appropriate distribution channel options to ensure access to target markets is achieved efficiently and appropriately 3.5 Establish time-frames for production, distribution and selling activities 3.6 Develop a gross margin budget to demonstrate the cost effectiveness of the marketing plan 3.7 Develop partial gross margin budgets to account for market variability
4. Determine promotional strategies	4.1 Prepare and record detailed plans for promotional activities 4.2 Outline objectives, level of exposure and available markets 4.3 Ensure strategies take account of time management and

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Element	Performance criteria
	scheduling issues, and resource constraints 4.4 Create promotional materials that enhance the product and commercial presentation 4.5 Record and communicate priorities, responsibilities, timelines and budgets for promotional activities
5. Implement marketing activities	5.1 Schedule planned marketing activities within appropriate timeframes 5.2 Develop measurable performance targets that meet business plan objectives 5.3 Organise distribution channels and ensure product and service information is accurate and readily available to clients 5.4 Implement marketing activities within budgetary constraints to meet legal, ethical and enterprise requirements
6. Evaluate marketing performance	6.1 Review the established marketing objectives to ensure they remain viable 6.2 Make an objective assessment of the marketing plan and its implementation by a comparison of valid and reliable data against the established objectives 6.3 Assess product, pricing and distribution policies in relation to market changes, marketing objectives and enterprise requirements 6.4 Identify areas of positive marketing performance and take corrective action to remedy poor marketing performance areas 6.5 Document and distribute information for continual analysis and effective planning management

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to AHCBUS502A Market products and services plus AHCBUS505A Develop a marketing plan.

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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Assessment Requirements for AHCBUS502 Market products and services

Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Performance Evidence

The candidate must be assessed on their ability to integrate and apply the performance requirements of this unit in a workplace setting. Performance must be demonstrated consistently over time and in a suitable range of contexts.

The candidate must provide evidence that they can:

- collect, analyse and present data in the internal and external business environment
- identify the marketable features of the product and potential markets
- assess alternative marketing strategies and techniques to meet business plan objectives
- evaluate performance targets and recommend modifications or improvements
- plan, implement and evaluate a marketing strategy
- plan to manage promotional activities
- develop and manage budgets
- monitor product, pricing and distribution policies to improve market performance.

Knowledge Evidence

The candidate must demonstrate knowledge of:

- financial management and budgeting
- price risk management
- performance evaluation measures
- competitors strengths and weaknesses
- business planning process
- customer relations policies
- market conditions and forces
- enterprise goals, objectives and directions
- markets and market analysis
- communication and promotion skills
- sales and marketing principles and practices

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- principles of trend analysis
- legal issues that affect marketing activities (trade practices, Fair Trading Acts, Sales of Goods Acts)
- industry and marketing knowledge including sales networks and distribution systems, and customer trends and preferences
- demographic studies and their application in the development of a marketing plan.

Assessment Conditions

Competency is to be assessed in the workplace or simulated environment that accurately reflects performance in a real workplace setting.

Assessors must satisfy current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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AHCCHM201 Apply chemicals under supervision

Modification History

Release	Comments
Release 2	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 3.0.
Release 1	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 1.0.

Application

This unit of competency describes the skills and knowledge required to handle, transport, and apply chemicals under supervision using workplace specified chemicals and application equipment.

The unit applies to individuals working in a broad range of job contexts who undertake defined routine activities under supervision. They exercise limited autonomy within established and well-known parameters, providing solutions to a limited range of predictable problems.

State or territory licensing, legislative or certification requirements apply in some jurisdictions.

Pre-requisite Unit

Nil

Unit Sector

Chemicals (CHM)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare to handle chemicals	1.1 Confirm the activity related to chemical handling to be undertaken with supervisor

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.2 Identify and select tools and equipment required according to supervisor instructions 1.3 Identify health and safety hazards and risks and apply controls according to supervisor instructions and workplace procedures 1.4 Select, ensure serviceability, fit and use personal protective equipment (PPE)
2. Check application equipment	2.1 Carry out pre-operational checks of application equipment and identify and replace any damaged or worn components or report to supervisor 2.2 Prepare application equipment for use according to workplace practice and safe chemical handling processes
3. Handle and transport chemicals	3.1 Confirm safety precautions for the handling and transport of chemicals with supervisor 3.2 Handle and transport chemicals according to chemical label, safety data sheets and supervisor instructions
4. Prepare chemical for application	4.1 Interpret and apply chemical label instructions according to safety data sheets for the chemical or substance being used 4.2 Select and use appropriate mixing equipment 4.3 Measure, mix and load application equipment with chemical according to application rates 4.4 Clear chemical spills according to chemical label and supervisor instructions 4.5 Check that output of application equipment is correct and in accordance with chemical application plan
5. Apply chemicals	5.1 Assess and record weather conditions and forecasts prior to and during application according to workplace requirements 5.2 Apply chemical safely according to chemical application plan, chemical label and supervisor instructions 5.3 Monitor conditions for application and take appropriate action when conditions are unsuitable according to workplace procedures 5.4 Minimise risks to others, product integrity and the environment prior to and during application
6. Finalise work	6.1 Clean and store PPE and application equipment in accordance with manufacturers and health and safety in the workplace

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	requirements 6.2 Dispose of excess chemicals and clean containers in accordance with label instructions and regulatory requirements 6.3 Complete incident reports according to workplace procedures 6.4 Complete chemical application records according to workplace procedures 6.5 Store unused chemical and products according to workplace procedures 6.6 Adhere to all re-entry requirements for treated areas

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret instructions, chemical labels and safety documentation to identify relevant and key information to apply to mixing and application of chemicals
Writing	• Use clear language and correct concepts and terminology when reporting incidents and completing chemical application records
Numeracy	• Perform basic mathematical calculations when measuring and mixing chemicals and checking chemical application equipment
Oral Communication	• Use clear language, concepts, tone and pace appropriate when confirming chemical application parameters with supervisor
Get the work done	• Follow clearly defined instructions and sequencing, and monitors own progress for the task, seeks assistance when necessary

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status

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AHCCHM201 Apply chemicals under supervision Release 2	AHCCHM201 Apply chemicals under supervision Release 1	Minor changes to Performance Criteria for clarity Updated Performance Evidence and Knowledge Evidence	Equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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Assessment Requirements for AHCCHM201 Apply chemicals under supervision

Modification History

Release	Comments
Release 2	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 3.0.
Release 1	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 1.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit. There must be evidence that the individual has on at least one occasion demonstrated that chemicals have been applied under supervision, ensuring they have:

- identified hazards and risks and adopted safe work practices and used appropriate personal protective equipment (PPE) according to supervisors' instructions
- confirmed activity with supervisor and identified and selected tools and equipment necessary for the application of chemical treatment
- carried out pre-operational checks of application equipment and made it ready for operation
- handled and transported chemicals to be used according to chemical labels and supervisors' instructions
- followed directions on chemical labels and relevant safety data sheets to safely mix and prepare chemicals
- selected appropriate measuring equipment and measured, mixed and loaded application equipment with chemicals safely and correctly
- ensured chemical spills were cleared according to chemical label instruction and supervisor instructions
- checked the application equipment for output against plan and applied chemical safely complying with weather conditions
- monitored and recorded weather and applied chemical appropriate to prevailing conditions
- maintained a healthy and safe condition for the environment and others while applying and following chemical application
- cleaned application equipment and PPE and disposed of waste according to equipment manufacturer instructions, chemical label and supervisor instructions
- complied with equipment manufacturer instructions, chemical label and supervisor instructions

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- maintained chemical application records and incident reports according to workplace procedures
- stored protection equipment, application equipment and unused chemicals according to workplace procedures.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- various handling and transport techniques and requirements for chemicals
- structure and content of chemical labels and safety data sheets and their use and purpose for safe chemical application
- principles and methods of measuring, mixing and applying chemicals
- features and functions of a range of application equipment relevant to the workplace their operations, and maintenance requirements
- risk factors to be taken into account for human and animal health, spillage and environmental impact relevant to chemical use before, during and following chemical application
- basic chemical groupings and types used in the workplace, including:
  - the of mode of action
  - the impact on chemical safety
  - application methods
- paths of entry of poisons into the body and the methods of limiting exposure through practices and personal protective clothing
- maintenance practices for chemical application related equipment and PPE and disposal procedures for chemical contaminants and containers
- assessing weather conditions and the impact on safe application of chemicals
- components of a workplace chemical application plan
- chemical related records and reports and their purpose.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a typical workplace environment or an environment that accurately represents workplace conditions
  - access to chemical store
- resources, equipment and materials:
  - common chemicals
  - PPE
  - chemical application equipment
  - chemical measuring and mixing equipment
- specifications:

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  - workplace documents, including work instructions and procedures
  - chemical labels and safety data sheets
  - chemical application plan and relevant chemical application rates
  - manufacturers' operation and maintenance instructions for chemical measuring and application equipment
- relationships:
  - supervisor.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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AHCCHM304 Transport and store chemicals

Modification History

Release	Comments
Release 3	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 3.0.
Release 2	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 1.1.
Release 1	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 1.0.

Application

This unit of competency describes the skills and knowledge required to safely handle, transport and store chemicals.

The unit applies to individuals who work under broad direction and take responsibility for their own work. They use discretion and judgement in the selection, allocation and use of available resources and for solving problems.

State or territory licensing, legislative or certification requirements apply in some jurisdictions.

Pre-requisite Unit

Nil

Unit Sector

Chemicals (CHM)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare to handle and	1.1 Identify health and safety hazards, assess risks and implement

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
transport chemicals	controls according to workplace procedures 1.2 Ensure contact details for emergency services are available in transport vehicle according to workplace procedures and transport regulations 1.3 Ensure transport vehicle complies with transport regulations 1.4 Ensure containers are secured, protected and in a condition to be safely transported according to workplace procedures, manufacturer instructions, legislative and regulatory requirements 1.5 Ensure emergency equipment and procedures are available in the vehicle according to workplace safety procedures and regulations 1.6 Ensure transport arrangements comply with legislative and regulatory requirements for the transport of hazardous substances and dangerous goods 1.7 Obtain and use safety data sheets (SDS) for chemicals to be transported according to health and safety in the workplace procedures and legislative and regulatory requirements
2. Handle and transport chemicals	2.1 Handle, transport and load chemicals according to chemical safety data information, chemical label, legislative and regulatory requirements 2.2 Carry out emergency procedures according to chemical label, SDS and workplace procedures 2.3 Report transport incidents according to workplace procedures and health and safety in the workplace regulations
3. Store chemicals in the workplace	3.1 Select, ensure serviceability, fit and use personal protective equipment according to SDS and chemical label instructions 3.2 Identify chemical storage requirements and store chemicals according to chemical label, safety data information and health and safety in the workplace procedures 3.3 Maintain storage area according to legislative and regulatory requirements, health and safety in the workplace and environmental procedures. 3.4 Dispose of chemicals and chemical waste according to chemical label instructions and environmental regulations 3.5 Monitor chemical expiration dates and dispose of expired chemicals according to chemical label instructions, workplace and legislative and regulatory requirements

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
4. Record storage details	4.1 Maintain register of stored chemicals and SDS according to workplace procedures and legislative and regulatory requirements 4.2 Report storage incidents according to legislative and regulatory requirements and workplace procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Read and interpret SDS, chemical labels, manufacturer instructions, operating instruction and other workplace documentation and consolidates information to safely transport and store chemicals
Writing	• Accurately record and complete organisational records using clear language, correct spelling and terminology when completing transport and storage records
Numeracy	• Perform mathematical calculations to determine chemical weights, volumes and quantities to determine handling and storage requirements
Navigate the world of work	• Take responsibility for following workplace policies, procedures and legislative and regulatory requirements • Identify and implement chemical label requirements for handling and storage
Get the work done	• Take responsibility for planning, sequencing and prioritising tasks required for chemical handling and storage activities • Address problems and initiate standard procedures in response to emergencies applying problem solving processes

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status

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AHCCHM304 Transport and store chemicals Release 3	AHCCHM304 Transport and store chemicals Release 2	Changes to Performance Criteria for clarity. Consolidated where content duplicated. Updated Performance Evidence and Knowledge Evidence	Equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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Assessment Requirements for AHCCHM304 Transport and store chemicals

Modification History

Release	Comments
Release 3	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 3.0.
Release 2	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 1.1.
Release 1	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 1.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit. There must be evidence that on at least one occasion the individual has demonstrated that they have safely transported and stored chemicals, including:

- identified health and safety hazards, assessed risks and implemented controls
- ensured emergency services contact details are available
- ensured transport vehicle meets regulations and that chemicals were loaded, secured and protected according to regulations and procedures
- ensured emergency equipment and procedures were available
- handled, transported and stored chemicals safely
- carried out emergency procedures safely and according to procedures
- maintained a chemical storage manifest and safety data sheets (SDS) according to legislative and regulatory requirements
- complied with chemical label instructions and SDS for transporting and storage of chemicals and legislative and regulatory requirements
- maintained inventory and records according to workplace procedures and legislative and regulatory requirements
- monitored chemical expiration and disposed of chemicals and waste according to workplace procedures and legislative and regulatory requirements.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- chemical labels and SDS their purpose, use and terminology, including:

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  - chemical signs, symbols and coding
  - basic chemical properties and reactivity related to SDS and labels
- legislation and regulations that apply to transporting and storing chemicals, including:
  - transport vehicle requirements
  - information and documentation
  - dangerous and hazardous chemicals
  - placarding requirements
- risk factors including human and animal health and environmental
- processes and procedures for the disposal of excess, unwanted, expired chemicals and chemical waste including industry disposal programs
- health and safety in the workplace requirements including personal protective equipment (PPE) and manual handling
- emergency procedures for spills and accidents
- recording and monitoring of chemical stores including, expiration and disposal procedures.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a typical workplace environment or an environment that accurately represents workplace conditions
  - access to storage facility for chemicals
  - access to vehicle for transporting chemicals
- resources, equipment and materials:
  - chemicals
  - PPE
  - materials and equipment to handle, secure and protect chemical loads
- specifications:
  - specific workplace documents, including work instructions and procedures for chemical handling, storage and transport
  - chemical labels and safety data
  - legislation and regulations about handling, storage and transport of chemicals.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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AHCCHM307 Prepare and apply chemicals to control pest, weeds and diseases

Modification History

Release	Comments
Release 1	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 3.0.

Application

This unit of competency describes the skills and knowledge required to safely prepare and apply chemicals for the control of pests, weeds and diseases, using general application equipment.

The unit applies to individuals who work under broad direction and take responsibility for their own work. They use discretion and judgement in the selection, allocation and use of available resources and for solving problems.

State or territory licensing, legislative or certification requirements apply in some jurisdictions.

Pre-requisite Unit

Nil

Unit Sector

Chemicals (CHM)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Determine the need for chemical use and prepare an application plan	1.1 Identify the pest, weed or disease, and assess the need for control 1.2 Assess the requirement for chemical use 1.3 Assess health and safety hazard, risks and controls for different chemicals

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.4 Confirm requirement for chemical application according to workplace procedures 1.5 Assess off target risk of each application method 1.6 Assess the environmental risk for application method 1.7 Notify stakeholders of intended chemical application according to workplace procedures and legislative and regulatory requirements 1.8 Prepare application plan according to workplace procedures
2. Prepare chemical mixes	2.1 Identify and select chemical required for target according to application plan 2.2 Calculate the volume, rate or dose according to chemical label instructions 2.3 Identify and select application equipment and set-up requirements according to application plan and operator instructions 2.4 Identify hazards, assess risks and implement control measures for application method according to chemical label and health and safety in the workplace procedures 2.5 Identify, select, fit and use personal protective equipment (PPE) according to workplace procedures 2.6 Select appropriate mixing equipment and suitable location to prepare and load chemicals according to workplace procedures 2.7 Prepare chemicals according to chemical label instructions 2.8 Return unused chemical to store and clean preparation equipment and work site of residues and spillage according to chemical label instructions and workplace procedures
3. Calibrate application equipment	3.1 Select application equipment for chemical according to application plan, off target risks and workplace procedures 3.2 Conduct pre-operational checks of application equipment according to operator and maintenance manual 3.3 Calibrate equipment according to operating instructions and application plan 3.4 Load equipment with chemical according to operating instructions and workplace safety procedures
4. Apply chemicals	4.1 Monitor and assess weather conditions and forecasts to ensure effective chemical application according to application plan

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	4.2 Select, ensure serviceability, fit and use PPE according to chemical label instructions and workplace procedures 4.3 Apply chemical according to label directions and application plan relating to the control of the pest, weed or disease 4.4 Monitor application equipment for correct performance and ensure effective chemicals application according to operating instructions 4.5 Identify health and safety in the workplace hazards and risks and implement controls 4.6 Clean up spills during application according to chemical label instructions and workplace procedures
5. Clean up equipment and complete records	5.1 Clean and decontaminate application equipment according to operator instructions, safety data sheets (SDS) and legislative requirements 5.2 Dispose of chemicals and used containers according to chemical label instructions, SDS and legislative requirements 5.3 Clean and store PPE according to workplace procedures 5.4 Record and report safety and environmental incidents according to workplace procedures and regulatory requirements 5.5 Record details of chemical application according to workplace procedures and legislative requirements

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Read and interpret SDS, chemical labels, operating instruction and other documentation and consolidates information to determine chemical application actions and activity
Writing	• Accurately record and complete organisational records using clear language and terminology
Numeracy	• Perform mathematical calculations to determine rates of application chemical mixtures and calibration of equipment

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Skill	Description
Navigate the world of work	• Take responsibility for following policies, procedures and regulations • Identify and implement chemical label requirements
Get the work done	• Take responsibility for planning, sequencing and prioritising tasks required for chemical application activities

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
AHCCHM307 Prepare and apply chemicals to control pest, weeds and diseases	AHCCHM303 Prepare and apply chemicals	Minor change of title for clarity Minor changes to Performance Criteria for clarity Updated Performance Evidence and Knowledge Evidence	Equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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Assessment Requirements for AHCCHM307 Prepare and apply chemicals to control pest, weeds and diseases

Modification History

Release	Comments
Release 1	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 3.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit. There must be evidence that the individual has on at least one occasion demonstrated the ability to safely prepare and apply chemicals ensuring they have:

- determined and confirmed the need for chemical application by assessing the infestation, off target risk, and environmental risks
- developed an application plan for chemical application
- identified health and safety hazards, risk and implemented control procedures according to chemical label
- notified stakeholders of planned chemical application
- used personal protective equipment (PPE) according to workplace procedures
- interpreted chemical labels and applied chemical according to safety data sheets (SDS) and application plan
- identified and selected the chemical required for the target and calculated the amount and rates required according to chemical label
- identified and selected application equipment and suitable location, and determined the set up parameters according to application plan and operator instructions
- monitored and assessed weather conditions and equipment performance to ensure effective chemical application
- selected, conducted pre-operational checks according to operator and maintenance manual
- completed at least one calibration activity for application equipment
- prepared and loaded chemicals and returned unused chemicals to store in accordance with label, application plan and workplace procedures
- applied chemicals safely according to chemical labels, regulations and workplace procedures
- complied with chemical labels, SDS, regulations, maintenance manual, environmental procedures, operator instructions and application plan
- cleaned equipment and spills, and disposed of waste according to workplace and environmental procedures

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- maintained records and reported incidents according to workplace procedures and regulatory requirements.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- control options when selecting chemicals for pests, diseases and weeds infestations, including:
  - chemical
  - mechanical
  - cultural
  - biological
  - integrated pest management including resistance management principles
- types of pest, diseases and weed their treatment and resistance
- legal implications and requirements of chemical labels and SDS
- stakeholders and required notifications including, neighbours, staff and statutory notifications
- impact of weather factors on the safe and effective application of chemicals
- characteristics of chemicals, their mode of action and relevance to chemical selection and use, including:
  - translocated/systemic
  - contact
  - ingested poison
  - protectant
  - eradicant
  - knock-down
  - residual
  - selective/non selective
- factors that contribute to off target damage, including:
  - physical movement of chemicals (e.g. animals moving baits or soil movement)
  - chemical formulation
  - wind speed and direction
  - temperature and relative humidity
  - temperature inversions
  - controlling off target damage
  - rainfall
  - buffer zones and barriers
- hazards of chemical application, including:
  - human and animal health
  - environmental contamination

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  - residues in environment, plants and animals
  - withholding/re-entry periods
- safety requirements when applying chemicals, including:
  - procedures
  - PPE
  - signage
- safe handling, transporting and storage of chemicals
- preparing chemicals including preparation, compatibility, adjuvants and water quality
- requirements for disposal of excess chemicals, clearing spillages and equipment clean up
- selecting and operating suitable application equipment
- features, functions and calibration techniques for powered and hand held application equipment, including:
  - pressure and volume of chemical
  - travel speed
  - nozzle identification, selection, operation
- legislation, regulations and licensing requirements in relation to chemical use.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a typical workplace environment or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - chemicals
  - PPE
  - application equipment
  - chemical measuring and mixing equipment
- specifications:
  - specific workplace documents, including work instructions and procedures for chemical application
  - chemical labels and SDS
  - regulations about use of chemicals
  - manufacturers' operation and maintenance instructions for equipment
  - access to weather forecasts or means to measure local weather.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

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Links

Companion Volumes, including Implementation Guides, are available at VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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AHCCHM401 Develop procedures to minimise risks in the use of chemicals

Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Application

This unit of competency describes the skills and knowledge required to assess and mitigate risks associated with the use of chemicals across a range of industry sectors.

All work must be carried out to comply with workplace procedures, work health and safety and pesticide legislation and codes,

This unit applies to individuals who take responsibility for their own work and may provide direction to others. They provide and communicate solutions to a range of predictable and sometimes unpredictable problems. Work is carried out to industry standards.

Licensing, legislative, regulatory or certification requirements may apply to this unit. Candidates should confirm the regulatory requirements that apply in their relevant State or Territory before undertaking this unit. Competency in this unit may be deemed to have a time limit when used as part of an accreditation or licence process.

Pre-requisite Unit

AHCCHM303 Prepare and apply chemicals

AHCCHM304 Transport and store chemicals

Unit Sector

Chemicals (CHM)

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Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Identify hazards and risks	1.1 Identify and source Codes of Practice, legislation, regulations and industry requirements relating to chemical use 1.2 Identify hazards involved in chemical handling and application
2. Assess risks and develop control procedures	2.1 Assess risks associated with chemicals used 2.2 Develop risk control measures and emergency action plans 2.3 Develop control procedures for transport, handling, storage, application, decontamination and disposal of chemicals 2.4 Develop a continuous improvement strategy to minimise risk
3. Monitor and assess adherence to chemical risk procedures	3.1 Provide appropriate personal protective equipment for employees using chemicals 3.2 Assess staff selection of application equipment according to procedures 3.3 Assess the ability of staff to follow restrictions on chemical use, application, decontamination and disposal 3.4 Assess how risk control procedures are followed in the workplace
4. Evaluate risk control measures and maintain records	4.1 Develop procedures for evaluating the effectiveness of risk control measures 4.2 Identify shortfalls during evaluation and subsequently rectify 4.3 Maintain risk assessment records according to industry, label, legislative and regulatory requirements

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is not equivalent to AHCCHM401A Minimise risks in the use of chemicals.

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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Assessment Requirements for AHCCHM401 Develop procedures to minimise risks in the use of chemicals

Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Performance Evidence

The candidate must be assessed on their ability to integrate and apply the performance requirements of this unit in a workplace setting. Performance must be demonstrated consistently over time and in a suitable range of contexts.

The candidate must provide evidence that they can:

- evaluate implementation of procedures
- identify hazards, assess risks and implement and monitor control measures
- develop risk control procedures
- develop a continuous improvement strategy to minimise risk
- interact with staff members and provide feedback
- implement, monitor and evaluate a chemical risk control strategy maintain records

Knowledge Evidence

The candidate must demonstrate knowledge of:

- where to source Codes of Practice, legislation and industry requirements relating to chemical use
- hazard identification and risk assessment strategies
- risk factors including human and animal health, product integrity, weather, spray drift, spillage and environmental
- principles of transport, handling and storing chemicals
- requirements for the disposal of excess chemicals, clearing spillages and equipment clean up
- chemical application equipment capabilities and limitations

Assessment Conditions

Competency is to be assessed in the workplace OR simulated environment that accurately reflects performance in a real workplace setting.

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Assessors must satisfy current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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AHCCHM405 Plan and implement a chemical use program

Modification History

Release	Comments
Release 1	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 3.0.

Application

This unit of competency describes the skills and knowledge required to assess and control the risks associated with chemical use and to plan and implement a program for chemical use.

The unit applies to individuals who take responsibility for their own work and provide direction to others. All work must be carried out to comply with workplace procedures, in accordance with applicable state/territory health and safety in the workplace, pesticide and environmental legislation and codes of practice.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Chemicals (CHM)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify requirements for chemical use	1.1 Identify, source and interpret information required for planning and implementing a chemical use program 1.2 Assess the need for chemical use as an option 1.3 Ensure that personnel are adequately trained in chemical use according to workplace procedures

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
2. Assess risks and develop control procedures	2.1 Identify hazards, assess risks and develop control measures and emergency action plans for chemical use operational activities 2.2 Assess weather conditions and forecasts to determine implications for off target contamination 2.3 Assess the sensitivity of target area and impact of chemical on the environment according to chemical label instructions and safety data sheets (SDS) 2.4 Assess the risk to human and animal health according to chemical label instructions and SDS 2.5 Analyse assessments and document risk control procedures for the chemical application plan according to workplace procedures
3. Develop an operational and maintenance program for chemical use	3.1 Determine chemicals to be used according to workplace pest management strategy 3.2 Calculate mixing requirements for chemicals according to chemical label instructions and workplace procedures 3.3 Document operational checks and calibration requirements of equipment according to operators instructions and manufacturer specifications 3.4 Develop and implement an operational and maintenance strategy for application equipment and personal protective equipment according to health and safety practices 3.5 Document operational and maintenance procedures for chemical application plan according to workplace protocols
4. Implement and monitor chemical application plan	4.1 Provide personnel with chemical use procedures, and instruction on safety equipment for chemical application plan 4.2 Monitor adherence with safe practice for preparation and application of chemicals according to chemical application plan 4.3 Monitor adherence to procedures for handling, transport, storage, decontamination and disposal of chemicals according to chemical application plan 4.4 Monitor adherence to maintenance procedures according to chemical application plan 4.5 Monitor adherence to residue procedures for product and environment according to chemical application plan
5. Finalise work	5.1 Ensure excess chemicals are disposed of according to waste

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
activities in accordance with chemical application plan	management and environment procedures 5.2 Ensure required records are completed according to operational and workplace, health and safety procedures
6. Evaluate chemical application plan and records for continuous improvement	6.1 Develop procedures for evaluating the effectiveness of chemical application plan 6.2 Identify and document shortfalls in chemical application plan 6.3 Develop a continuous improvement strategy to rectify the chemical application plan

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Critically analyse and consolidate information to determine chemical control procedures and develop chemical application plan
Writing	• Develop procedural material using clear and detailed language in order to convey explicit risk control information
Oral Communication	• Present complex information using clear and convincing language, tone and pace appropriate when briefing personnel on chemical application plan
Navigate the world of work	• Work independently or with others in making decisions to achieve organisation outcomes • Contribute to roles and responsibilities of others through implementation of plans • Take full responsibility for following policies, procedures and legislative requirements
Interact with others	• Implement strategies for a diverse range of colleagues in order to build rapport and foster strong relationships when instructing and monitoring performance • Elicit feedback and provides feedback to others in order to improve workgroup behaviours and update plans

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Skill	Description
Get the work done	• Accept responsibility for planning and sequencing complex tasks and workload • Monitor progress of procedures and reviews and amends them to meet demands and priorities • Apply systematic and analytical decision making processes for complex and non-routine situations

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
AHCCHM405 Plan and implement a chemical use program	AHCCHM402 Plan and implement a chemical use program	Changes to Performance Criteria for clarity and added PC in Element 6. Removal of prerequisite units Updated Performance Evidence and Knowledge Evidence	Equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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Assessment Requirements for AHCCHM405 Plan and implement a chemical use program

Modification History

Release	Comments
Release 1	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 3.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit. There must be evidence that on at least one occasion the individual has demonstrated that they have planned and implemented a chemical use program, including:

- sourced information and analysed its content for chemical application
- assessed the need for chemical use and ensured personnel are adequately trained in chemical use according to workplace procedures
- identified hazards, risks and provided controls, including personal protective equipment (PPE) for chemical application and off target impact
- assessed weather conditions and environmental sensitivity of the site
- documented chemical application and maintenance procedures according to workplace protocols
- determined chemicals required and mixing requirements according to workplace procedures and chemical label instructions
- develop a continuous improvement strategy to minimise risk
- communicated chemical application plan to personnel
- implemented procedures and monitored and evaluated personnel according to chemical application plan
- developed a continuous improvement strategy for chemical application plan
- implemented, monitored and evaluated a chemical application plan.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- source of information for developing plans, including:
  - legislation and regulations
  - codes of practice
  - chemical labels

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    - safety data sheets (SDS)
- industry requirements relating to chemical use
- strategies for identifying hazard, risks and controls
- risk factors, including:
    - human
    - animal health
    - product integrity
    - weather
    - residues and maximum residue levels
    - off target damage, spillage and environment
- principles of transport, handling and storing chemicals
- requirements for the disposal of excess chemicals, clearing spillages and equipment clean up
- chemical application equipment capabilities, limitations and calibration
- mixing chemicals, including:
    - rates
    - mixing order if more than one chemical
    - adjuvants
    - water quality
- life cycle of a variety of pests and the target stages
- implications of pest resistance to chemicals
- principles and practices of chemical application strategies and equipment including, integrated pest management and animal health strategies
- preparation and documentation of strategic plans and procedures
- signs of pest damage and signs of beneficial organisms
- operational factors to consider in a procedures, including:
    - transport, handling and storage
    - application methods, equipment and PPE
    - cleaning and decontamination
    - disposal of waste
- emergency procedures including first aid
- strategies for instructing personnel, and monitoring and assessing personnel performance
- mandatory and workplace record keeping requirements for chemical storage, disposal, application and safety.

Assessment Conditions

Competency is to be assessed in the workplace OR simulated environment that accurately reflects performance in a real workplace setting.

Assessment of skills must take place under the following conditions:

- physical conditions:

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    - skills must be demonstrated in a workplace setting or an environment that accurately represents workplace conditions
- resources, equipment and materials:
    - tools and equipment required to implement the chemical application program
    - PPE
    - chemicals and relevant weighing and mixing equipment
- specifications:
    - specific workplace documents including policies and processes
    - manufacturers' operating instructions for chemicals, equipment and machinery
    - SDS
    - workplace instructions and job specifications
    - chemical information including legislation, codes of practice, chemical label instructions
- relationships:
    - team member(s) or work crew
- timeframes:
    - schedules and planned completion dates for a chemical application plan.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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AHCFIR201 Assist with prescribed burning

Modification History

Release	Comments
Release 2	This version released with AHC Agriculture, Horticulture, Conservation and Land Management Training Package Version 2.0.
Release 1	This version released with AHC Agriculture, Horticulture, Conservation and Land Management Training Package Version 1.0.

Application

This unit of competency describes the skills and knowledge required to assist with prescribed burning for agricultural or natural resource management purposes.

This unit applies to personnel participating in lighting and conducting prescribed burns under direct supervision.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication. However, all units of competency dealing with animals in the AHC Training Package have the requirements for animals to be handled humanely to minimise stress and discomfort.

Pre-requisite Unit

Nil

Unit Sector

Fire (FIR)

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential *outcomes.*	*Performance criteria describe the performance needed to demonstrate achievement of the element.*

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Element	**Performance criteria**
Elements describe the essential *outcomes.*	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Assist with preparations for the burn	1.1 Prepare machinery and equipment for use in the burn 1.2 Check and prepare safety equipment and personal protective equipment 1.3 Read or listen to information about contingency plans and seek clarification where required 1.4 Recognise and note assets requiring protection during the burn 1.5 Check personal role and activities during the burn 1.6 Discuss and clarify location and extent of the burn
2. Support conduct of burn	2.1 Provide assistance with pre-burn checks 2.2 Wear personal protective equipment throughout the burn 2.3 Follow work health and safety policies and procedures and enterprise operating procedures throughout the burn 2.4 Identify and maintain a safe escape route at all times 2.5 Raise problems or concerns during the burn with the supervisor 2.6 Maintain communication at all times 2.7 Observe conditions at the fire and note and report their effect on fire behaviour and development 2.8 Observe and report weather conditions and changes to fire behaviour 2.9 Use a fire extinguisher to extinguish fires according to enterprise requirements
3. Participate in clean-up activities	3.1 Carry out cleaning-up activities 3.2 Clean and store personal protective equipment, machinery and equipment

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
AHCFIR201 Assist with prescribed burning Release 2	AHCFIR201 Assist with prescribed burning Release 1	Minor typographical errors corrected	Equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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Assessment Requirements for AHCFIR201 Assist with prescribed burning

Modification History

Release	Comments
Release 2	This version released with AHC Agriculture, Horticulture, Conservation and Land Management Training Package Version 2.0.
Release 1	This version released with AHC Agriculture, Horticulture, Conservation and Land Management Training Package Version 1.0.

Performance Evidence

The candidate must be assessed on their ability to integrate and apply the performance requirements of this unit in a workplace setting. Performance must be demonstrated on at least one occasion.

The candidate must provide evidence that they can:

- prepare machinery and equipment to enterprise requirements before burning
- continually monitor weather conditions throughout the burn
- use personal protective equipment as required and check, clean and store on completion of the burn
- identify appropriate safe escape routes throughout the burn
- maintain communication with supervisor and other staff at all times throughout the burn
- carry out clean up operations according to supervisor instructions to enterprise standards
- apply work health and safety procedures throughout the burn.

Knowledge Evidence

The candidate must demonstrate knowledge of:

- fire behaviour
- extinguishing media and equipment
- communication equipment and procedures
- burning tactics and techniques
- assets that need protecting throughout the burn
- fire hazards, safety techniques
- organisation’s operating procedures for prescribed burn
- contingency plans and emergency procedures for the burn

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- purpose and use of personal protective equipment
- work health and safety policies and procedures relevant to prescribed burning
- key concepts of work health and safety and environmental legislative and enterprise requirements.

Assessment Conditions

Assessors must satisfy current standards for RTOs.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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AHCILM201 Maintain cultural places

Modification History

Release Number	TP Version	Comments
1	AHCv1.0	Initial release

Application

This unit of competency describes the skills and knowledge required to maintain Indigenous cultural places according to Community guidelines and cultural protocols.

This unit applies to individuals who work under general supervision and exercise limited autonomy with some accountability for own work. This includes undertaking defined activities and work in a structured context.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

Pre-requisite Unit

Nil.

Unit Sector

Indigenous Land Management (ILM)

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Assess maintenance work required	1.1 Identify works required under the management plan and enterprise procedures 1.2 Identify machine, equipment and materials necessary to carry out maintenance works 1.3 Estimate materials required for maintenance work

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Element	Performance criteria
2. Prepare for maintenance	2.1 Organise machine, equipment and materials to carry out maintenance works 2.2 Prepare and assemble safety equipment and materials
3. Maintain condition of place	3.1 Undertake maintenance work according to work programs and work health and safety policies and procedures 3.2 Report presence of threats 3.3 Report evidence of deterioration and wear 3.4 Clean up site on completion of maintenance works
4. Protect cultural place	4.1 Report any evidence of damage to place to supervisor 4.2 Report any breach of legislation or enterprise regulations to supervisor 4.3 Maintain protective barriers and signs

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to AHCILM201A Maintain cultural places.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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Assessment Requirements for AHCILM201 Maintain cultural places

Modification History

Release Number	TP Version	Comments
1	AHCv1.0	Initial release

Performance Evidence

The candidate must be assessed on their ability to integrate and apply the performance requirements of this unit in a workplace setting. Performance must be demonstrated consistently over time and in a suitable range of contexts.

The candidate must provide evidence that they can:

- assess the level of work required to maintain the cultural place
- prepare for and carry out maintenance activities in accordance with organisational, cultural and environmental requirements
- report deterioration or damage to place to supervisor
- report incidents of breaches of legislation including vandalism
- apply work health and safety practices in the context of own work

Knowledge Evidence

The candidate must demonstrate knowledge of:

- potential threats to area
- techniques of site maintenance and protection
- range of maintenance works undertaken on cultural sites
- enterprise procedures relating to the reporting of deterioration or damage to place or reporting of incidents

Assessment Conditions

Assessment must comply with Community protocols and guidelines and be supported by Elders and Custodians of Country.

Assessors must satisfy current standards for RTOs.

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Links

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AHCILM201A Maintain cultural places

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit covers the process of maintaining cultural places as instructed by supervisors and defines the standard required to: assess the level of work required to maintain the cultural place; carry out maintenance activities in accordance with organisational and cultural requirements; report deterioration or damage to place; report incidents of breaches of legislation including vandalism.

Application of the Unit

Application of the unit	This unit applies to working under routine supervision and may involve operating in a team environment with deference to elders. Note: For Indigenous cultural places, the delivery and assessment against this standard must comply with community protocols and guidelines and be supported by elders and custodians of country.

Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		

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Employability Skills Information

Employability skills	This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Not Applicable

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Assess maintenance work required	1.1. Works required under the plan of management and enterprise procedures are identified. 1.2. Machine, equipment and materials to carry out maintenance works are identified. 1.3. Type and amount of materials required for maintenance work are estimated.
2. Prepare for maintenance	2.1. Machine, equipment and materials to carry out maintenance works are organised. 2.2. Safety equipment and materials are prepared and assembled according to enterprise Occupational Health and Safety (OHS) policy.
3. Maintain condition of place	3.1. Maintenance work is undertaken according to work programs and according supervisor's instructions. 3.2. Presence of threats is reported to supervisor. 3.3. Evidence of deterioration and wear is reported to supervisor. 3.4. Site is made good on completion of maintenance works according to supervisor's instructions enterprise guidelines.
4. Protect cultural place	4.1. Any evidence of damage to place is reported to supervisor. 4.2. Any breach of legislation or enterprise regulations is reported to supervisor.

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ELEMENT	PERFORMANCE CRITERIA
	4.3. Protective barriers and signs are maintained according to enterprise procedures.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE
This section describes the skills and knowledge required for this unit.
Required skills
• identify hazards an adopt safe work practices • assess maintenance work required • maintain condition of place • protect cultural places • prepare for maintenance • use literacy skills to follow sequenced written instructions and record information accurately and legibly • use oral communication skills/language competence to fulfil the job role as specified by the organisation including questioning, active listening, asking for clarification and seeking advice from supervisor • use numeracy skills to estimate, calculate and record routine workplace measures • use interpersonal skills to relate to people from a range of social, cultural and ethnic backgrounds and with a range of physical and mental abilities.
Required knowledge
• OHS responsibilities • common pests and diseases • techniques of site protection • range of maintenance works undertaken on cultural sites • enterprise procedures relating to the reporting of deterioration or damage to place or reporting of incidents • site recording systems used by the enterprise or community • relevant archaeological practices and procedures.

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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	The evidence required to demonstrate competency in this unit must be relevant to workplace operations and satisfy holistically all of the requirements of the performance criteria and required skills and knowledge and include achievement of the following: • assess the level of work required to maintain the cultural place • carry out maintenance activities in accordance with organisational and cultural requirements • report deterioration or damage to place • report incidents of breaches of legislation including vandalism.
Context of and specific resources for assessment	Competency requires the application of work practices under work conditions. Selection and use of resources for some worksites may differ due to the regional or enterprise circumstances.

Range Statement

RANGE STATEMENT	
The range statement relates to the unit of competency as a whole.	
Cultural places may include:	• areas of non-indigenous activity • buildings and other structures • natural areas of indigenous cultural significance, historical events and monuments • areas of indigenous activity such as burial, occupation and contact sites, engravings, grinding grooves, sacred trees, rock pictures, fish traps, middens and mounds.

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Unit Sector(s)

Unit sector	Indigenous land management

Co-requisite units

Co-requisite units		

Competency field

Competency field	

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AHCILM401 Protect places of cultural significance

Modification History

Release Number	TP Version	Comments
1	AHCv1.0	Initial release

Application

This unit of competency describes the skills and knowledge required to protect places of cultural significance.

This unit applies to those whose work includes protecting Indigenous peoples' places of culture in co-operation with stakeholders and protecting places of cultural significance with reference to Indigenous Communities or line management. A high level of cultural awareness and the need to observe cultural protocols are important in parts of the process.

This unit applies to individuals who demonstrate autonomy, judgement and limited responsibility for others in known or changing contexts.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

Pre-requisite Unit

Nil.

Unit Sector

Indigenous Land Management (ILM)

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Communicate with	1.1 Develop working relationships with stakeholders that assist in the

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Element	Performance criteria
stakeholders	management of culturally significant places 1.2 Develop communication approaches that accommodate cultural views and observe cultural protocols 1.3 Obtain views on the way in which the cultural significance and resources can be conserved and used 1.4 Convey views obtained into enterprise and park or reserve planning process
2. Conserve significance	2.1 Use enterprise conservation policies and plans with stakeholder views to plan ongoing conservation actions 2.2 Develop and implement operational activities to implement the conservation strategies and plans in a culturally sensitive manner 2.3 Organise staff to implement conservation actions that minimise deterioration and damage 2.4 Supervise staff during restoration projects 2.5 Obtain resources for conservation and restoration activities 2.6 Make submissions to the enterprise budget process for funds to implement the conservation and restoration activities
3. Manage incident	3.1 Develop operational plans to manage incidents consistent with plan of management and risk management analysis 3.2 Assign staff responsibilities to manage types of incidents 3.3 Obtain and maintain equipment and supplies to enable effective response to incidents 3.4 Train staff in the management of the types of incidents for which they have an involvement, including related work health and safety and environmental sustainability policies and procedures 3.5 Make submissions to the enterprise budget process for funds to support the incident management activities

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to AHCILM401A Protect places of cultural significance.

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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Assessment Requirements for AHCILM401 Protect places of cultural significance

Modification History

Release Number	TP Version	Comments
1	AHCv1.0	Initial release

Performance Evidence

The candidate must be assessed on their ability to integrate and apply the performance requirements of this unit in a workplace setting. Performance must be demonstrated consistently over time and in a suitable range of contexts.

The candidate must provide evidence that they can:

- develop working relationships with stakeholders in cultural sites
- canvass views in a culturally sensitive way to determine the heritage value and preservation issues of a cultural site
- observe cultural protocols in dealing with stakeholders and land managers
- develop action and emergency plans to mitigate and manage the risk of damaging incidents or loss of heritage value
- document the submissions to implement conservation and restoration activities and support the incident management activities
- supervise staff in performing restoration and conservation activities
- include work health and safety procedures in operational plans and training to manage incidents
- ensure plans include environmentally sustainability practices

Knowledge Evidence

The candidate must demonstrate knowledge of:

- enterprise policies and procedures for conservation of places of cultural significance
- operational activities engaged for conservation, restoration and risk management
- Indigenous protocols, consultation processes and networks
- budgetary and financial approval processes

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Assessment Conditions

Assessment must comply with Community protocols and be supported by Elders and Custodians of Country.

Assessors must satisfy current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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AHCINF202 Install, maintain and repair farm fencing

Modification History

Release	Comments
Release 3	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 3.0.
Release 2	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 2.0.
Release 1	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 1.0.

Application

This unit of competency describes the skills and knowledge required to install, maintain and repair farm fencing using appropriate tools and techniques.

The unit applies to individuals working in a broad range of job contexts who undertake defined routine activities under supervision. They exercise limited autonomy within established and well-known parameters, providing solutions to a limited range of predictable problems.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Infrastructure (INF)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for farm fencing work	1.1 Confirm work instructions with supervisor 1.2 Identify health and safety hazards and risks in the workplace and report to supervisor 1.3 Select tools and equipment according to job requirements 1.4 Carry out routine pre-operational checks of tools 1.5 Identify faulty or unsafe tools and segregate for repair or replacement 1.6 Select, check and fit appropriate personal protective equipment (PPE) 1.7 Arrange transport of fencing materials, tools and equipment to worksite
2. Undertake farm fence installation	2.1 Install and secure posts and stays according to work instructions 2.2 String and tension wire according to job requirements and wire specifications 2.3 Attach wire netting or other fencing materials according to work instructions 2.4 Position and attach gates and check their operation according to manufacturers' instructions
3. Maintain and repair farm fencing	3.1 Identify faults or structural damage and carry out necessary repairs 3.2 Dismantle fences and recover re-useable materials 3.3 Identify and report further maintenance or repair works according to workplace procedures 3.4 Pack for reuse, or dispose of, used fencing material
4. Complete farm fencing work	4.1 Clear and tidy work area and dispose of all waste according to environmental procedures 4.2 Clean and store tools, PPE and re-useable materials according to workplace procedures 4.3 Complete records according to workplace procedures

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Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Reads and interprets workplace instructions to formulate an understanding of expected requirements and activity
Writing	• Prepares workplace records accurately using clear language and industry relevant terminology
Numeracy	• Determine fencing resources and measurements to construct fencing
Oral Communication	• Uses concepts and terminology appropriate for clarifying instructions and communicating with supervisor
Navigate the world of work	• Complies with explicit policies and procedures. • Seeks clarification or assistance when required
Get the work done	• Plans and implements routine tasks and workload making limited decisions on sequencing and timing • Responds to predictable routine problems and implements standard or logical solutions

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
AHCINF202 Install, maintain and repair farm fencing Release 3	AHCINF202 Install, maintain and repair farm fencing Release 2	Minor changes to Performance Criteria for clarity Updated Performance Evidence and Knowledge Evidence	Equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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Assessment Requirements for AHCINF202 Install, maintain and repair farm fencing

Modification History

Release	Comments
Release 3	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 3.0.
Release 2	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 2.0.
Release 1	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 1.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit. There must be evidence that on at least one occasion the individual has demonstrated that they have installed and maintained farm fencing, including:

- identified health and safety hazards and risks and reported to supervisor
- selected, checked and correctly fitted personal protective equipment (PPE)
- selected materials, tools and equipment and arranged for availability on site
- conducted pre-operational checks and repaired or replaced tools and equipment identified with faults
- assessed and confirmed farm fencing requirements and confirmed with supervisor
- dismantled and recovered usable materials from existing fence
- installed and repaired fence posts and stays, erected fences, installed and tensioned fencing wire and netting, installed and checked gates and components
- recorded work activities according to work instructions
- cleaned up the fencing site and removed and disposed of, or recycled, waste according to environmental procedures.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- designs and purpose of a range of conventional fencing
- wire types, knots, tensions applications and limitations
- common hazards involved in fencing installation, maintenance and repair

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- tools and equipment used for fencing and their safe operation, storage and maintenance
- fencing materials manufacturers specifications and guidelines
- health and safety in the workplace, including:
  - PPE required for working on farm fences
- environmental considerations when disposing of waste materials.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in an outdoor environment or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - fences, fencing tools, materials and equipment
  - PPE
- specifications:
  - workplace documents including procedures, instructions and wire specifications
  - manufacturers' operating instructions for fencing equipment
  - legislation/codes of practice for fencing
- relationships:
  - supervisor.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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AHCINF203 Maintain properties and structures

Modification History

Release Number	TP Version	Comments
1	AHCv1.0	Initial release

Application

This unit of competency describes the skills and knowledge required to maintain and repair properties and structures in situations that don't require the specialist skills of another trade.

All work is carried out to comply with workplace procedures, work health and safety legislation and codes, manufacturer's specifications and sustainability practices

This unit applies to individuals who work under general supervision and exercise limited autonomy with some accountability for their own work. They undertake defined activities and work in a structured context.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

Pre-requisite Unit

Nil.

Unit Sector

Infrastructure (INF)

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Identify and confirm maintenance	1.1 Confirm work instructions with supervisor

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Element	Performance criteria
requirements	1.2 Identify hazards and report to supervisor 1.3 Select and fit appropriate personal protective equipment 1.4 Inspect structures and facilities to locate and evaluate defects, deterioration and impending defects 1.5 Check property infrastructure and resources for correct operation, minor maintenance needs and damage 1.6 Confirm maintenance plan
2. Select and prepare tools, equipment and materials	2.1 Select and check tools, equipment and materials for serviceability 2.2 Identify and segregate for repair or replacement faulty or unsafe tools 2.3 Identify, assess and report existing and potential hazards to health and safety 2.4 Select and fit personal protective equipment
3. Carry out routine maintenance	3.1 Carry out routine maintenance to infrastructure, structures and facilities 3.2 Carry out minor repairs to building cladding and paint
4. Complete maintenance activities	4.1 Clean, maintain and store worksite, tools and materials 4.2 Collect, treat and dispose of or recycle unwanted materials and waste from maintenance activities 4.3 Complete workplace records

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to AHCINF203A Maintain properties and structures.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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Assessment Requirements for AHCINF203 Maintain properties and structures

Modification History

Release Number	TP Version	Comments
1	AHCv1.0	Initial release

Performance Evidence

The candidate must be observed and repairing properties and structures, in a situation that does not require the specialist skills of another trade.

The candidate must be assessed on their ability to integrate and apply the performance requirements of this unit in a workplace setting. Performance must be demonstrated consistently over time and in a suitable range of contexts.

The candidate must provide evidence that they can:

- identify hazards and following safe work practices
- interpret and apply task instructions
- communicate with work team and supervisor
- select, prepare and safely use of a broad range of tools
- carry out routine maintenance to infrastructure, structures and facilities
- store or dispose of unused or waste materials

Knowledge Evidence

The candidate must demonstrate knowledge of:

- characteristics, capabilities and limitations of materials, equipment and tools
- operation of water taps and reticulation systems
- types of building cladding and finishes, purpose and use
- identification of defects and appropriate repair methods
- appropriate selection of repair materials
- work health and safety legislative requirements and Codes of Practice
- relevant Codes of Practice and procedures with regard to protection of the environment

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Assessment Conditions

Competency is to be assessed in the workplace or simulated environment that accurately reflects performance in a real workplace setting.

Assessors must satisfy current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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AHCINF303 Plan and construct conventional fencing

Modification History

Release Number	TP Version	Comments
1	AHCv1.0	Initial release

Application

This unit of competency describes the skills and knowledge required to plan and construct conventional fencing.

All work is carried out to comply with workplace procedures, work health and safety legislation and codes, manufacturer's specifications and sustainability practices

This unit applies to individuals who work under broad direction and take responsibility for their own work and use discretion and judgement in the selection and use of available resources.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

Pre-requisite Unit

Nil.

Unit Sector

Infrastructure (INF)

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Determine fencing	1.1 Determine fencing requirements

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Element	Performance criteria
requirements	1.2 Prepare fencing plan giving consideration to siting fences in relation to natural features and proposed uses
2. Prepare for construction	2.1 Check proposed fencing against property maps and work plan 2.2 Identify services, structures and features which may impact on the fencing work and incorporate into the fencing plan 2.3 Organise and transport tools and equipment to the work site 2.4 Confirm and arrange labour requirements if required 2.5 Identify work health and safety hazards, assess risks and implement risk controls
3. Construct conventional fence	3.1 Select, use, maintain and store suitable personal protective equipment 3.2 Mark out and check fence lines against work plan and property maps 3.3 Construct fence according to work plan and fence design 3.4 Attach and position gates for correct operation and function
4. Complete fencing operations	4.1 Clear and tidy work site and dispose of all waste in an environmentally responsible manner 4.2 Transport tools and fencing equipment from the work site and store according to workplace procedures 4.3 Report tools and equipment faults or malfunctions 4.4 Record and maintain relevant information

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to AHCINF303A Plan and construct conventional fencing.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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Assessment Requirements for AHCINF303 Plan and construct conventional fencing

Modification History

Release Number	TP Version	Comments
1	AHCv1.0	Initial release

Performance Evidence

The candidate must be assessed on their ability to integrate and apply the performance requirements of this unit in a workplace setting. Performance must be demonstrated consistently over time and in a range of contexts.

The candidate must provide evidence that they can:

- site the fence line according to property or land management plan
- estimate, cost and source fencing materials and arrange delivery
- identify hazards and implement safe work practices
- carry out fencing operations safely and efficiently
- construct a fence that meets specifications in plan or contract and is within tolerances for materials
- construct gate assemblies and swing gates
- string and strain wires to manufacturer's recommended tension
- use and maintain fencing machinery and equipment
- follow enterprise work health and safety policies

Knowledge Evidence

The candidate must demonstrate knowledge of:

- issues affecting property fence planning and construction
- procedures for planning fencing in relation to the whole property plan
- range of fencing designs, construction methods and materials
- types of fencing construction tools and equipment
- fencing materials and costings
- common fencing hazards and safety precautions
- work health and safety legislative requirements and Codes of Practice
- relevant Codes of Practice with regard to the protection of the environment
- hazard identification, assessment and control

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Assessment Conditions

Competency is to be assessed in the workplace or simulated environment that accurately reflects performance in a real workplace setting.

Assessors must satisfy current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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AHCIRG338 Troubleshoot irrigation systems

Modification History

Release	Comments
Release 1	This version released with AHC Agriculture, Horticulture, Conservation and Land Management Training Package Version 4.0.

Application

This unit of competency describes the skills and knowledge required to locate and identify irrigation system faulty components and blockages, shut down and isolate components, replace faulty components, clear blockages and return irrigation system to normal operating status.

The unit applies to individuals who troubleshoot irrigation systems under broad direction and take responsibility for their own work.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Irrigation (IRG)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Locate and identify faulty components and blockages	1.1 Determine irrigation system and component function 1.2 Check and review monitoring and maintenance records 1.3 Identify potential hazards and risks and implement safe working practices to manage risks 1.4 Minimise environmental impacts of irrigation maintenance

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	activities 1.5 Select, fit and use personal protective equipment applicable to the task 1.6 Carry out operational tests on components 1.7 Identify and document faulty components and blockages
2. Shut down and isolate component	2.1 Apply shut down sequence and isolation procedures according to irrigation equipment handbook 2.2 Verify safe shutdown or isolation 2.3 Install safety or security lock off devices and signage
3. Replace faulty components and clear blockages	3.1 Organise access to faulty components and blockages 3.2 Remove and repair or dispose of faulty components 3.3 Select and install replacement components 3.4 Clear blockages or replace blocked sections
4. Return system to normal operating status	4.1 Return isolated or shutdown components to service 4.2 Carry out operational tests 4.3 Return system to normal operational set-up 4.4 Report and record repair activities according to workplace requirements

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret textual information from a range of sources to identify relevant and key information about workplace operations
Writing	• Use correct terminology to document irrigation repair activities
Oral communication	• Use clear language to report irrigation repair activities

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Skill	Description
Numeracy skills	• Identify and record replacement component numbers
Navigate the world of work	• Recognise and follow workplace requirements, including safety requirements, associated with own role and area of responsibility

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
AHCIRG338 Troubleshoot irrigation systems	AHCIRG306 Troubleshoot irrigation systems	Performance criteria clarified Foundation skills added Assessment requirements updated	Equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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Assessment Requirements for AHCIRG338 Troubleshoot irrigation systems

Modification History

Release	Comments
Release 1	This version released with AHC Agriculture, Horticulture, Conservation and Land Management Training Package Version 4.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit. There must be evidence that the individual has troubleshot and repaired irrigation systems on at least two occasions and has:

- applied workplace health and safety requirements
- identified adverse environmental impacts of irrigation activities and appropriate remedial action
- carried out operational tests
- operated, maintained and repaired irrigation systems
- shut down and isolated components.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- workplace requirements applicable to health and safety in the workplace for troubleshooting and repairing irrigation systems
- environmental impacts of irrigation using water from any ground or underground source
- system malfunctions and their likely causes
- irrigation equipment handbooks
- characteristics and operation of replaceable components of irrigation systems
- isolation procedures.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace setting or an environment that accurately represents workplace conditions
- resources, equipment and materials:

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    - irrigation equipment handbooks
    - irrigation system equipment
    - irrigation system repair tools and equipment
    - personal protective equipment applicable to repairing irrigation systems
- specifications:
    - work instructions and workplace procedures applicable to troubleshooting and repairing irrigation systems
    - workplace requirements applicable to health and safety in the workplace and troubleshooting and repairing irrigation systems
- relationships:
    - supervisor
- timeframes:
    - according to job requirements.

Assessors of this unit must satisfy the requirements of assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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AHCIRG345 Install pressurised irrigation systems

Modification History

Release	Comments
Release 1	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 4.0.

Application

This unit of competency describes the skills and knowledge required to organise resources, set out and prepare an irrigation installation site and install, commission and complete pressurised irrigation system installation.

The unit applies to individuals who install pressurised irrigation systems under broad direction and take responsibility for their own work.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Irrigation (IRG)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Organise resources for installation work	1.1 Confirm activity to be undertaken, including identifying potential hazards and risks and implementing safe working practices to manage risks 1.2 Select required materials, tools, equipment and machinery and check for safe operation 1.3 Check that parts and equipment match system drawings and

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	specifications 1.4 Select, fit, use and maintain safety and personal protective equipment applicable to the task 1.5 Carry out pre-operational checks on tools, equipment and machinery 1.6 Identify environmental considerations of irrigation installation activities 1.7 Check water supply to ensure that it is compatible with system specifications
2. Set out and prepare site	2.1 Measure and mark out irrigation lines 2.2 Confirm trenches are at the specified depth without damage to services, facilities, features and established plants 2.3 Observe regulations relevant to the situation 2.4 Use work practices that reflect sustainable horticulture principles and environmental requirements
3. Install irrigation components	3.1 Interpret the irrigation system plan and, where applicable, supervise contractors and monitor work to ensure it conforms to the plan 3.2 Assemble and connect components and complete and test joints 3.3 Fit and adjust fittings and valves and secure all joints 3.4 Maintain a clean and safe work area while installation work is carried out
4. Commission irrigation system	4.1 Calibrate testing and monitoring equipment 4.2 Confirm start-up sequence according to operations manual 4.3 Flush system as required 4.4 Identify operating faults and take corrective where required 4.5 Record work outcomes and report to supervisor
5. Complete installation work	5.1 Finish off earthworks to specifications 5.2 Confirm system configuration and capacity matches installation plan 5.3 Restore site and clear materials and equipment from the site on completion of maintenance works

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	5.4 Clean and store tools and equipment according workplace requirements

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret textual information from a range of sources to identify relevant and key information about workplace operations
Writing	• Use the correct terminology to document irrigation installation activities
Oral communication	• Use clear language to report irrigation installation activities
Numeracy skills	• Confirm part numbers
Navigate the world of work	• Recognise and follow workplace requirements, including safety and environmental requirements, associated with own role and area of responsibility

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
AHCIRG345 Install pressurised irrigation systems	AHCIRG331 Install pressurised irrigation systems	Performance criteria clarified Foundation skills added Assessment requirements updated	Equivalent unit

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Links

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Assessment Requirements for AHCIRG345 Install pressurised irrigation systems

Modification History

Release	Comments
Release 1	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 4.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit. There must be evidence that the individual has installed pressurised irrigation systems on at least one occasion and has:

- applied workplace health and safety requirements
- selected materials, tools, equipment and machinery appropriate to the scope of works
- organised resources for installation work
- set out and prepared the site
- completed installation work
- calibrated testing and monitoring equipment
- commissioned irrigation system.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- workplace requirements applicable to health and safety in the workplace for installing pressurised irrigation systems
- water quality and water filtration techniques
- the behaviour of water on varying terrain and soil types
- soil characteristics
- soil water retention testing techniques
- calculations for installing pressurised irrigation systems
- characteristics and operation of joints, valves and sprinkler components
- components of a pressurised irrigation system
- methods and techniques of installing pressurised irrigation
- operation of pumps and water flow rates.

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Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace setting or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - pressurised irrigation system operation and maintenance manual
  - pressurised irrigation system installation equipment
  - personal protective equipment applicable to installing pressurised irrigation systems
- specifications:
  - work instructions and workplace procedures applicable to installing pressurised irrigation systems workplace requirements applicable to health and safety in the workplace and installing pressurised irrigation systems
  - pressurised irrigation system installation tools and equipment and procedures
  - recording procedures
- relationships:
  - supervisor
- timeframes:
  - according to job requirements.

Assessors of this unit must satisfy the requirements of assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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AHCIRG347 Maintain pressurised irrigation systems

Modification History

Release	Comments
Release 1	This version released with AHC Agriculture, Horticulture, Conservation and Land Management Training Package Version 4.0.

Application

This unit of competency describes the skills and knowledge required to interpret a maintenance program, inspect and maintain pressurised irrigation systems, and record and report maintenance activities.

The unit applies to individuals who maintain pressurised irrigation systems under broad direction and take responsibility for their own.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Irrigation (IRG)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Interpret a pressurised irrigation maintenance program	1.1 Determine the scope of maintenance 1.2 Determine the frequency of maintenance works 1.3 Establish irrigation maintenance standards 1.4 Plan and prepare maintenance works 1.5 Identify potential hazards and risks and implement safe working

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	practices to manage risks 1.6 Minimise environmental impacts of irrigation maintenance activities 1.7 Select, fit and use personal protective equipment applicable to the task
2. Inspect an irrigation system	2.1 Create an inspection checklist and inspect the system regularly 2.2 Identify remedial action required and undertake repairs to restore system to full effectiveness 2.3 Undertake servicing of irrigation mechanical equipment according to operation and maintenance manual 2.4 Assess the results of maintenance works and record to ensure repairs or maintenance standards have been achieved
3. Carry out periodic system maintenance	3.1 Record damage and blockages with contaminants by damage type, location and the section of the system affected 3.2 Record and report damaged or faulty components and computer control systems and take action to effect repairs 3.3 Implement end of season maintenance procedures 3.4 Implement routine and preventative maintenance procedures
4. Complete and record maintenance activities	4.1 Restore site and clear materials and equipment from the site on completion of maintenance works 4.2 Complete maintenance and servicing records according to workplace recording procedures 4.3 Record parts removed or replaced 4.4 Record and report faults and breakages

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description

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Skill	Description
Reading	• Interpret textual information from a range of sources to identify relevant and key information about workplace operations
Writing	• Use correct terminology to document irrigation service and maintenance activities
Oral communication	• Use clear language to report irrigation service and maintenance activities
Numeracy skills	• Identify and record part numbers
Navigate the world of work	• Recognise and follow workplace requirements, including safety requirements, associated with own role and area of responsibility

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
AHCIRG347 Maintain pressurised irrigation systems	AHCIRG333 Maintain pressurised irrigation systems	Performance criteria clarified Foundation skills added Assessment requirements updated	Equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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Assessment Requirements for AHCIRG347 Maintain pressurised irrigation systems

Modification History

Release	Comments
Release 1	This version released with AHC Agriculture, Horticulture, Conservation and Land Management Training Package Version 4.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit. There must be evidence that the individual has maintained a pressurised irrigation system on at least two occasions and has:

- interpreted and applied maintenance procedures
- applied workplace health and safety requirements
- identified adverse environmental impacts of irrigation activities and taken appropriate remedial action
- checked connections and controllers
- checked sprinkler/emitter output and function
- ensured proper operation of automatic flush valves
- removed, serviced and replaced valves and filters
- confirmed operational pressures
- tested irrigation equipment.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- workplace requirements applicable to health and safety in the workplace for maintaining pressurised irrigation systems
- pressurised irrigation equipment operation and maintenance manual
- characteristics, operation and common operation and maintenance problems of pressurised irrigation system components, including:
  - pipes,
  - joints,
  - valves,
  - emitters, and
  - pumps.

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Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace setting or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - pressurised irrigation system operation and maintenance manual
  - personal protective equipment applicable to maintaining pressurised irrigation systems
- specifications:
  - work instructions and workplace procedures applicable to maintaining pressurised irrigation systems
  - pressurised irrigation system tools, equipment and procedures
  - workplace requirements applicable to health and safety in the workplace and maintaining pressurised irrigation systems
  - recording procedures
- relationships:
  - supervisor
- timeframes:
  - according to job requirements.

Assessors of this unit must satisfy the requirements of assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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AHCIRG503 Design irrigation, drainage and water treatment systems

Modification History

Release Number	TP Version	Comments
1	AHCv1.0	Initial release

Application

This unit of competency describes the skills and knowledge required to design irrigation, draining and water treatment systems.

It applies to individuals who analyse information and exercise judgement to complete a range of skilled activities and demonstrate deep knowledge in a specific technical area. They have accountability for the work of others and analyse, design and communicate solutions to a range of complex problems. All work is carried out to comply with workplace procedures.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

Pre-requisite Unit

Nil.

Unit Sector

Irrigation (IRG)

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Determine design requirements	1.1 Analyse water quantity and quality needs for a particular crop or situation so that an estimation can be made for sufficiency and timeliness

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Element	Performance criteria
	1.2 Evaluate water transfer, recharge, reuse and harvesting systems 1.3 Determine water collecting and storing processes that do not degrade the water quality 1.4 Determine construction specifications that satisfy organisational and regulatory requirements 1.5 Identify and protect environmentally sensitive areas as required by local, State and National legislation 1.6 Investigate regional geology and geography so that a prediction can be made on the sustainability of irrigation, drainage, storage and treatment system 1.7 Conduct a site investigation to assess type of soil, depth of soil, depth of ground water, water salinity, and structural or chemical impediments and to determine the most cost effective irrigation, drainage, treatment and storage systems 1.8 Document design calculations and decisions
2. Define pumping and power systems	2.1 Identify pumps that can deliver water efficiently when needed, from the water storage at the flow and at the pressure required to operate the distribution system to the design specifications 2.2 Select pump motor combinations that are efficient, reliable, functional, serviceable and flexible for the intended application 2.3 Determine energy requirements and layout of electricity lines and check with local authorities 2.4 Optimise the relationship between capital and operational costs including a comparison of energy sources 2.5 Document performance indicators, design calculations and decisions 2.6 Design construction specifications that define work required to make suitable pumping and power systems available
3. Design an irrigation distribution system	3.1 Investigate regional geology and geography so that a prediction can be made on the sustainability of irrigation 3.2 Evaluate distribution systems and design with respect to a range of key variables 3.3 Size pipes, valves and fittings according to design system specifications so that capital cost is balanced against operation costs over the anticipated system life 3.4 Calculate and document flows, water levels and pressures so that they are within the acceptable tolerances for optimum performance 3.5 Include mechanisms for controlling and adjusting pressure and confirm isolation valves to direct water to areas with different irrigation schedules 3.6 Design distribution and monitoring systems to meet industry

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Element	Performance criteria
	recommendations and calculate distribution system flow and velocity 3.7 Design construction plans and specifications that define the work required to achieve the required standards of uniformity and efficiency of water application
4. Design a drainage, storage and treatment system	4.1 Document predictions of leaching fractions and salt movements and develop soil amelioration and drainage management plans 4.2 Determine the need for leachate interception and dewatering system, and if required, prepare construction specifications for interception and collection, water treatment, disposal and reuse or recycle 4.3 Design drainage, storage and treatment systems to meet industry recommendations and calculate distribution system flow and velocity 4.4 Produce construction plans and specifications that define the work required to achieve standards of uniformity and efficiency of the drainage, storage and treatment systems 4.5 Determine if drains and structures are capable of carrying the design water volumes and intensities 4.6 Minimise damage from drainage, storage and treatment system issues 4.7 Use hydrological calculations to predict volumes and rates of surface run-off
5. Determine capital expense budget	5.1 Document design calculations and decisions and communicate relevant information through plans, specifications and manuals 5.2 Determine and document materials requirements from plans and specifications 5.3 Estimate labour requirements based upon documented work schedule with reasonable allowance for variances in work schedules 5.4 Base costing attributed to each component on quoted information from suppliers, or sound analysis of individual elements 5.5 Confirm budget output by checking with an appropriately experienced and qualified person
6. Determine operating expense budget	6.1 Determine an operating expense budget that includes all expenses applicable to the completed irrigation, drainage, storage and treatment systems

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Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to AHCIRG503A Design irrigation, drainage and water treatment systems.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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Assessment Requirements for AHCIRG503 Design irrigation, drainage and water treatment systems

Modification History

Release Number	TP Version	Comments
1	AHCv1.0	Initial release

Performance Evidence

The candidate must be assessed on their ability to integrate and apply the performance requirements of this unit in a workplace setting. Performance must be demonstrated consistently over time and in a suitable range of contexts.

The candidate must provide evidence that they can:

- collect and analyse information
- compare costings
- develop budgets
- develop system specifications
- document outcomes
- identify adverse environmental impacts of irrigation, drainage, water treatment and storage activities and take appropriate remedial action
- identify system design requirements

Knowledge Evidence

The candidate must demonstrate knowledge of:

- contractual development and obligations
- control and monitoring systems
- cost/benefit analysis
- design processes
- developments in irrigation, drainage, storage and treatment technology
- environmental impacts of irrigation, drainage and water treatment
- soil types and their impact on the systems
- work health and safety and environmental protection legislation and regulations, codes of practice and enterprise policies and procedures

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Assessment Conditions

Assessors must satisfy current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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AHCLSC302 Construct landscape features using concrete

Modification History

Release Number	TP Version	Comments
1	AHCv1.0	Initial release

Application

This unit of competency describes the skills and knowledge required to construct concrete structures and features as a component of landscape project works.

This unit applies to individuals who take responsibility for own work and for the quality of the work of others. They use discretion and judgement in the selection, allocation and use of available resources. All work is carried out to comply with workplace procedures.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

Pre-requisite Unit

Nil.

Unit Sector

Landscape (LSC)

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Plan and prepare work	1.1 Interpret plans and specifications 1.2 Check the quantity and quality of materials 1.3 Select tools and equipment and check for serviceability 1.4 Identify hazards, assess risks and implement controls

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Element	Performance criteria
	1.5 Select and use personal protective equipment (PPE) 1.6 Identify and ameliorate environmental impacts of proposed concrete works
2. Set out and prepare the site	2.1 Determine and locate services 2.2 Mark out the position of the structure or feature according to plans 2.3 Establish profiles to conform to the nominated tolerances 2.4 Prepare subsoil by removing all debris, vegetable matter and topsoil to provide a solid foundation for concrete 2.5 Install drainage systems according to plans and specifications 2.6 Install form work to the site in a manner that will ensure it remains rigid during concrete pouring operations 2.7 Place and compact sub-base material to the required finished levels 2.8 Complete preparation of the site according to the type of structure or feature to be constructed 2.9 Place reinforcement as designated in plans and specifications
3. Mix and pour concrete	3.1 Determine proportions for concrete mix according to the strength requirements of the project 3.2 Determine the volume of dry materials necessary to produce final concrete mix 3.3 Mix together all dry ingredients and required additives to ensure a thorough blending of all materials is achieved 3.4 Introduce sufficient water to produce a concrete mix to the required consistency 3.5 Pour concrete to designated levels in a manner to avoid segregation of materials 3.6 Consolidate concrete using an approved vibration method
4. Finish concrete	4.1 Screed concrete to the desired finished level 4.2 Trowel surface to desired finish 4.3 Finish concrete off according to plans and specifications
5. Check quality of work and clean-up site	5.1 Inspect the quality of finished works to ensure the required standard has been achieved 5.2 Remove and clean form work to allow reuse 5.3 Ensure all clean-up works minimise impact to the environment 5.4 Clean, maintain and store tools and equipment

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Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to AHCLSC302A Construct landscape features using concrete.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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Assessment Requirements for AHCLSC302 Construct landscape features using concrete

Modification History

Release Number	TP Version	Comments
1	AHCv1.0	Initial release

Performance Evidence

The candidate must be assessed on their ability to integrate and apply the performance requirements of this unit in a workplace setting. Performance must be demonstrated consistently over time and in a suitable range of contexts.

The candidate must provide evidence that they can:

- interpret site plans and specifications
- set out and prepare a site for concrete
- measure and construct profiles
- establish levels using levelling equipment
- place reinforcement
- pour, consolidate and finish concrete

Knowledge Evidence

The candidate must demonstrate knowledge of:

- the principles and practices of constructing concrete landscape features
- industry standards in relation to reinforcing and consolidating concrete
- MPA testing theory and what affects MPA specifications in a concrete mix
- sub-base and sub-grade materials and preparation
- the comparative environmental implications associated with soil removal and the placement of concrete

Assessment Conditions

Assessors must satisfy current standards for RTOs.

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Links

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AHCLSC304 Erect timber structures and features

Modification History

Release Number	TP Version	Comments
1	AHCv1.0	Initial release

Application

This unit of competency describes the skills and knowledge required to erect timber structures and features as a component of landscape project works.

This unit applies to individuals who take responsibility for own work and for the quality of the work of others. They use discretion and judgement in the selection, allocation and use of available resources. All work is carried out to comply with workplace procedures.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

Pre-requisite Unit

Nil.

Unit Sector

Landscape (LSC)

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Plan and prepare work	1.1 Interpret plans and specifications 1.2 Check the quantity and quality of materials to ensure they conform to design drawings and specifications 1.3 Select tools and equipment and check for serviceability 1.4 Identify hazards, assess risks and implement controls accordingly

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Element	Performance criteria
	1.5 Select and use suitable personal protective equipment (PPE)
2. Set out the site and prepare the profile and footings	2.1 Determine and locate services 2.2 Mark out the position of the structure or feature 2.3 Establish profiles to conform to the nominated tolerances 2.4 Excavate and prepare footings according to the type of structure to be erected
3. Prepare and cut timber components	3.1 Prepare components for assembly 3.2 Mark out the length of components and the positions of cuts and joints 3.3 Cut, check and accurately drill components in preparation for joining and assembly
4. Assemble and erect structure	4.1 Fix, join or assemble timber components into position and fix into place 4.2 Install remaining components and fix into position 4.3 Finish off structure to ensure all components are secure and complete 4.4 Apply coatings
5. Check quality of work and clean-up site	5.1 Inspect the quality of finished works to ensure the required standard has been achieved 5.2 Clean debris from structure and site 5.3 Dispose of waste material in an environmentally safe and sensitive manner 5.4 Clean, store and maintain tools and equipment

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to AHCLSC304A Erect timber structures and features.

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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Assessment Requirements for AHCLSC304 Erect timber structures and features

Modification History

Release Number	TP Version	Comments
1	AHCv1.0	Initial release

Performance Evidence

The candidate must be assessed on their ability to integrate and apply the performance requirements of this unit in a workplace setting. Performance must be demonstrated consistently over time and in a suitable range of contexts.

The candidate must provide evidence that they can:

- mark out a site for timber structures and features according to design drawings and specifications
- apply a variety of surface finishes
- establish levels and prepare footings where required
- estimate quantities
- use levelling equipment
- excavate footings
- fix, join or assemble timbers using a variety of recognised methods
- use a power tools efficiently and safely

Knowledge Evidence

The candidate must demonstrate knowledge of:

- the principles and practices for erecting timber structures
- common timber joins
- levelling principles and techniques
- footings for timber structures and their construction methods
- timber fixing methods and products
- timber properties and characteristics

Assessment Conditions

Assessors must satisfy current standards for RTOs.

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Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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AHCMOM207 Conduct front-end loader operations

Modification History

Release	Comments
Release 2	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 3.0.
Release 1	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 1.0.

Application

This unit of competency describes the skills and knowledge required to prepare for, carry out and shut down front-end loader operations in an agricultural environment.

The unit applies to individuals who conduct front-end loader operations to undertake routine work under general supervision with limited autonomy and accountability.

Vehicle must be operated according to relevant state/territory licensing authority vehicle licence requirements and regulations.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Machinery operation and maintenance (MOM)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for front-end loader operation	1.1 Confirm with supervisor activity to be undertaken, including identifying potential hazards and risks and implementing safe working

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	practices to manage risks 1.2 Source and interpret front-end loader operation and maintenance manual and manufacturer instructions 1.3 Assess the work-site and confirm suitability of the machinery and equipment for the task 1.4 Select and maintain personal protective equipment according to workplace safety requirements 1.5 Fit and use personal protective equipment and confirm safety equipment applicable to the task being undertaken 1.6 Conduct front-end loader routine pre-operational checks according to operation and maintenance manual and report faults or malfunctions to supervisor for repair 1.7 Observe safety rules and regulations, including site rules and legislation and site specific instructions
2. Operate front-end loader	2.1 Carry out pre-start, and start up procedures according to health and safety in the workplace guidelines 2.2 Drive and operate front-end loader, and modify operating technique to meet changing work conditions 2.3 Select loading technique and modify where required to meet changing work conditions 2.4 Use attachments according to manufacturer instructions and site requirements 2.5 Continually monitor hazards and risks, and ensure safety of self, other personnel, plant and equipment 2.6 Identify environmental and biosecurity implications associated with front-end loader operation and minimise impact 2.7 Complete work task according to the agreed plan and within the operating capacity of the equipment and operator
3. Complete front-end loader operation	3.1 Park front-end loader and conduct shut down procedures 3.2 Perform routine operational servicing and minor maintenance according to front-end loader operation and maintenance manual 3.3 Identify and report malfunctions, faults, irregular performance or damage to supervisor 3.4 Clean, secure and store front-end loader

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	3.5 Remove and store keys in the required location 3.6 Maintain front-end loader use records in required format

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret textual information from a range of sources to identify relevant and key information about workplace operations
Writing	• Document front-end loader use
Oral communication	• Use clear language to report malfunctions, faults, irregular performance or damage • Participate in verbal exchanges to respond to questions and clarify information
Numeracy	• Calculate quantities of vehicle fluids including fuel • Identify correct tyre pressure or track tension
Navigate the world of work	• Recognise and follow workplace requirements, including safety requirements, associated with own role and area of responsibility

Range of Conditions

This section specifies different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Pre-operational checks must include:	• maintenance interval schedule daily check • machine damage and serviceability • checking for missing parts • fluid leaks and levels

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	• fuel level • brakes and clutch operation • condition of tyres or tracks • machine controls.
Attachments must include at least one of the following:	• bale fork • bucket • bull blades • log fork • pallet fork • S Houle rock bucket • silage fork.
Biosecurity implications must include:	• control of cross-site contamination.

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
AHCMOM207 Conduct front-end loader operations Release 2	AHCMOM207 Conduct front-end loader operations Release 1	Minor changes to performance criteria, foundation skills and range of conditions	Equivalent unit

Links

Companion Volumes, including Implementation Guides are available at VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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Assessment Requirements for AHCMOM207 Conduct front-end loader operations

Modification History

Release	Comments
Release 2	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 3.0.
Release 1	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 1.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit. There must be evidence that the individual has prepared for, carried out and shut down front-end loader operations at least once and has demonstrated the following:

- identified hazards and implemented safe operating procedures for front-end loader operations
- carried out front-end loader pre-operational checks for safe front-end loader operations
- driven and operated a front-end loader safely and modified operating technique to meet changing work conditions
- operated front-end loader features and attachments consistent with operation and maintenance manual and manufacturer specifications
- carried out front-end loader shut down procedures including securing and safe storage of front-end loader
- minimised environmental impacts associated with front-end loader operation
- followed workplace health and safety procedures while undertaking pre-operational checks, operational and shut down procedures for the front-end loader
- followed industry and workplace biosecurity procedures
- completed required documentation for front-end loader use.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- hazards and risks associated with front-end loader operations
- front-end loader site safety requirements
- front-end loader components, controls, features, technical capabilities and limitations

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- front-end loader operation and maintenance manual
- duty of care to self, others and the environment when operating a front-end loader
- relevant legislation with regard to front-end loader operation and licensing requirements
- environmental impacts relevant to the operation of front-end loaders
- workplace procedures applicable to health and safety in the workplace requirements to operate a front-end loader safely
- industry and workplace biosecurity procedures.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace setting or an environment that accurately represents workplace conditions
  - individual must not be under the influence of alcohol or drugs
  - individual must not be taking any medication (prescribed or otherwise) that may impair judgement
  - individual must not be in a fatigued state when operating the machinery
- resources, equipment and materials:
  - front-end loaders
  - attachments
  - safety equipment and personal protective equipment applicable to the task being undertaken
- specifications:
  - front-end loader operation and maintenance manuals
  - industry and workplace biosecurity procedures applicable to front-end loader operation
  - legislation relevant to front-end loader operation and licensing requirements
- timeframes:
  - according to the job requirements.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides are available at VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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AHCMOM301 Coordinate machinery and equipment maintenance and repair

Modification History

Release	Comments
Release 2	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 3.0.
Release 1	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 1.0.

Application

This unit of competency describes the skills and knowledge required to coordinate the maintenance and repair of machinery and equipment used principally in agriculture, horticulture, and conservation and land management work.

The unit applies to individuals who coordinate machinery and equipment maintenance and repair under broad direction, and take responsibility for their own work.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Machinery operation and maintenance (MOM)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for maintenance and repair work	1.1 Clarify requirements of the work responsibilities with the supervisor 1.2 Identify equipment and material resource requirements according

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	to the scope of the coordination work and supervisor instructions 1.3 Identify, document and present the priorities for maintenance and repair activities and time allocation to the supervisor for verification 1.4 Identify the environmental implications of the proposed maintenance and repair work and assess and report potential impacts to the supervisor 1.5 Identify workplace hazards, assess risks and implement risk controls 1.6 Select, fit, use and maintain personal protective equipment according to job requirements and task to be undertaken
2. Coordinate maintenance and repair of machinery and equipment	2.1 Purchase, store and use materials to assist in maintenance and repair work 2.2 Organise delivery of materials to the site according to maintenance requirements 2.3 Organise machinery and equipment required for maintenance and repair to be on site and in good order when they are required 2.4 Identify and organise routine maintenance and repairs of machinery and equipment and facilitate repairs that require specialist attention
3. Coordinate and report on maintenance and repair activities	3.1 Coordinate staff and resources to suit the maintenance and repair activities and priority of work 3.2 Inform operators of their responsibilities in respect to operational maintenance requirements of machinery and equipment 3.3 Monitor personnel and document activities, timelines and materials usage 3.4 Recognise and report contingency situations to the supervisor and adjust schedules accordingly 3.5 Document and report maintenance and repair activities undertaken and completed to relevant personnel

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

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Skill	Description
Reading	• Interpret textual information from a range of sources to identify relevant and key information about workplace operations
Writing	• Legibly and accurately fill out workplace documentation when recording activities, timelines and materials usage
Oral communication	• Use clear language to report service or repair requirements
Numeracy	• Calculate quantities of material and resource requirements, including; fuels, oils, cleaning agents, solvents and chemicals • Calculate maintenance and repair time allocation
Navigate the world of work	• Recognise and follow workplace requirements, including safety requirements, associated with own role and area of responsibility

Range of Conditions

This section specifies different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Material resource requirements must include at least two of the following:	• tools • fuel • oil • cleaning agents • solvents • chemicals.
Personal protective clothing and equipment must include:	• enclosed toe shoes • safety glasses/goggles.
Contingency situations must include at least one of the following:	• delays in delivery of equipment or machinery • machinery or equipment breakdowns • poor weather conditions • poor quality materials • unforeseen problems.

Unit Mapping Information

Code and title	Code and title	Comments	Equivalence status

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current version	**previous version**		
AHCMOM301 Coordinate machinery and equipment maintenance and repair Release 2	AHCMOM301 Coordinate machinery and equipment maintenance and repair Release 1	Minor changes to performance criteria and range of conditions	Equivalent unit

Links

Companion Volumes, including Implementation Guides are available at VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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Assessment Requirements for AHCMOM301 Coordinate machinery and equipment maintenance and repair

Modification History

Release	Comments
Release 2	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 3.0.
Release 1	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 1.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit. There must be evidence that the individual has coordinated maintenance and repair of machinery and equipment for a small enterprise and has:

- identified workplace hazards, assessed risks and implemented safe workplace procedures
- interpreted documentation associated with work site activities
- sought specialist advice on repairs requiring specialist attention
- established priorities for repair and maintenance work to be carried out
- co-ordinated staff and resources to achieve work priorities
- minimised environmental impacts of machinery and equipment maintenance and repair activities
- responded to contingencies and taken corrective actions where necessary
- documented activities, timelines and material usage
- applied workplace health and safety procedures when organising and conducting maintenance and repair activities.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- work schedule programming
- possible causes of disruption to work activities and their effect on quality and time schedules
- responsibilities and requirements for maintaining and repairing machinery and equipment
- range, use and availability of materials, equipment and machinery required for the project
- environmental impacts of machinery and equipment maintenance and repair work and disposal of fuels, oils and other wastes

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- workplace procedures applicable to health and safety in the workplace, and machinery and equipment maintenance and repair.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace setting or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - machinery and equipment
  - maintenance tools and equipment
  - material resources
  - safety equipment and personal protective equipment applicable to the task being undertaken
- specifications:
  - machinery operation and maintenance manual
  - workplace procedures applicable to health and safety in the workplace and machinery maintenance
- timeframes:
  - according to the job requirements.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides are available at VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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AHCMOM402 Supervise maintenance of property, machinery and equipment

Modification History

Release	Comments
Release 2	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 3.0.
Release 1	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 1.0.

Application

This unit of competency describes the skills and knowledge required to identify, implement and supervise the maintenance requirements of property, machinery and equipment for an enterprise.

The unit applies to individuals who apply specialised skills and knowledge to supervising the maintenance of property, machinery and equipment and have responsibility for the output of others. This includes applying and communicating non-routine technical solutions to predictable and unpredictable problems.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Machinery operation and maintenance (MOM)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare maintenance	1.1 Identify maintenance requirements for property, machinery and

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
plan	equipment from relevant information sources 1.2 Check maintenance requirements against warranty, insurance agreements and indemnity provisions 1.3 Identify and quantify total maintenance costs 1.4 Develop a maintenance plan to promote and sustain performance and production systems in line with workplace requirements 1.5 Establish an effective workplace communication strategy that refers to the maintenance plan and includes workplace environmental, health and safety procedures
2. Implement maintenance plan	2.1 Identify, secure and include resource, supply and operational requirements in workplace budgets 2.2 Communicate maintenance schedules and procedures to staff, contractors and suppliers 2.3 Implement and schedule a maintenance plan to minimise disruption to workplace operations 2.4 Assess potential risks with regard to staff and supply problems, and prepare contingency plans accordingly 2.5 Align tasks required to staff capability and provide training where required 2.6 Confirm machinery and equipment is operated to manufacturer specifications and workplace environmental and health and safety procedures
3. Monitor maintenance plan	3.1 Monitor maintenance activities and performance against maintenance plan for efficiency and effectiveness 3.2 Monitor and control workplace hazards and environmental implications associated with maintenance procedures according to health and safety procedures 3.3 Monitor and control costs within workplace budget requirements 3.4 Document relevant information with regard to the maintenance plan according to workplace procedures 3.5 Ensure property, machinery and equipment are maintained in clean and safe operational condition

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Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Identify and interpret information regarding maintenance requirements for property, machinery and equipment • Interpret warranty, insurance agreements and indemnity provisions to confirm information related to maintenance requirements for property, machinery and equipment
Writing	• Complete maintenance plan and schedule to include maintenance requirements and costs
Oral communication	• Initiate discussions with staff, contractors and suppliers, using clear language to communicate maintenance schedules and procedures
Numeracy	• Estimate and calculate maintenance and repair costings of property, machinery and equipment maintenance • Monitor costs against budget
Navigate the world of work	• Identify and describe own workplace requirements, including safety requirements, associated with own role and area of responsibility • Monitor self and others adherence to workplace requirements including safety requirements
Interact with others	• Use appropriate language and communication skills to disseminate information about maintenance schedules and procedures within the work team

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
AHCMOM402 Supervise maintenance of property, machinery and equipment Release 2	AHCMOM402 Supervise maintenance of property, machinery and equipment Release 1	Minor changes to performance criteria and foundation skills	Equivalent unit

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Links

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Assessment Requirements for AHCMOM402 Supervise maintenance of property, machinery and equipment

Modification History

Release	Comments
Release 2	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 3.0.
Release 1	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 1.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit. There must be evidence that the individual has implemented and supervised the range of maintenance programs covering property, machinery and equipment that are required to be performed in an agriculture/horticulture industry enterprise, and has demonstrated the following on at least one occasion:

- identified potential workplace hazards and implemented control measures
- planned, costed and scheduled maintenance requirements
- allocated resources
- monitored and controlled costs within workplace budget requirements
- dealt with contingencies and rescheduled maintenance where necessary
- established and monitored performance targets for maintenance team
- monitored and reported on performance of maintenance activities
- ensured property, machinery and equipment are maintained in clean and safe operational condition
- communicated effectively with work team, contractors and management
- monitored health and safety in the workplace and adherence to environmental procedures.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- types of maintenance requirements with regard to property, machinery and equipment
- maintenance and servicing cycles for property, machinery and equipment
- maintenance planning, scheduling and budgeting
- warranty, insurance agreements and indemnity provisions applicable to property, machinery and equipment maintenance

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- workplace procedures applicable to health and safety in the workplace and property, machinery and equipment maintenance.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace setting or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - warranties, insurance agreements, and indemnity provisions
  - property, machinery and equipment maintenance plans and schedules
  - property, machinery and equipment budgets
- specifications:
  - property maintenance schedule
  - machinery and equipment operation and maintenance manual and manufacturer specifications
  - workplace procedures applicable to health and safety in the workplace and property, machinery and equipment maintenance
- timeframes:
  - according to the job requirements.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides are available at VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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AHCNAR303 Implement revegetation works

Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Application

This unit of competency describes the skills and knowledge required to implement revegetation works in natural restoration areas.

This unit applies to individuals who work under broad direction and use discretion and judgement in the selection and use of available resources.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

Pre-requisite Unit

Nil.

Unit Sector

Natural Area Restoration (NAR)

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Prepare for revegetation works	1.1 Identify appropriate timing and method of planting required 1.2 Select tools and materials required for the task and check functionality and cleanliness 1.3 Identify, obtain and store plant materials 1.4 Determine and organise labour and machinery requirements

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Element	Performance criteria
	1.5 Prepare a works schedule and provide to management or client 1.6 Conduct a safety risk assessment and apply work health and safety procedures
2. Prepare the revegetation site	2.1 Identify site hazards, assess risks and implement risk controls 2.2 Undertake site preparation according to planting plan or supervisor's instructions 2.3 Use soil nutrients and ameliorants, if required by plan specifications 2.4 Mark out revegetation site according to supervisor instructions or plan, applying knowledge of ecosystems and habitat requirements 2.5 Treat all diseased and competing plants, debris and pollutants according to the plan and implement risk controls 2.6 Select and apply treatments according to the risk controls selected 2.7 Install protective structures where indicated by the risk controls implemented
3. Undertake revegetation works	3.1 Carry out revegetation works in accordance with work health and safety policies and procedures and wear appropriate personal protective equipment 3.2 Inspect plant materials before revegetation works and discard defective materials 3.3 Treat plant materials with required nutrients according to documented guidelines 3.4 Plant revegetation stock according to planting program 3.5 Apply appropriate techniques for protecting, securing or anchoring new plants 3.6 Apply appropriate biosecurity and environmentally sustainable practices 3.7 Ensure all of the revegetation program requirements have been implemented 3.8 Identify and report potential threats to revegetation works
4. Maintain revegetated site	4.1 Monitor growth of plants 4.2 Maintain site according to the planting program requirements 4.3 Undertake remedial action and plant protection according to the needs of the species 4.4 Clean, maintain and store tools and equipment

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Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to AHCNAR303A Implement revegetation works.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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Assessment Requirements for AHCNAR303 Implement revegetation works

Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Performance Evidence

The candidate must be assessed on their ability to integrate and apply the performance requirements of this unit in a workplace setting. Performance must be demonstrated consistently over time and in a suitable range of contexts.

The candidate must provide evidence that they can:

- carry out all revegetation works according to the planting plan or supervisor instructions
- prepare the site for revegetation works
- conduct a site hazard identification and risk control assessment
- recognise and treat plant diseases on a revegetation site
- treat weeds and competing plants
- clean and maintain the revegetated site
- use, clean, maintain and store machinery and equipment according to manufacturer instructions
- apply work health and safety practices in the context of own work
- apply biosecurity measures in the context of own work
- apply appropriate sustainability practices in the context of own work

Knowledge Evidence

The candidate must demonstrate knowledge of:

- revegetation techniques
- ecosystems, provenance and habitat requirements
- factors affecting the timing and method of planting
- identification of pests and diseases of trees
- principles and methods relating to the prevention and control of pests and diseases
- safety requirements when handling and using hazardous goods
- nutrient requirements of a range of plant species and cultivars
- physiology of plant growth

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- techniques for protecting and securing or anchoring trees and shrubs
- soils, nutrients and ameliorants applicable to revegetation program

Assessment Conditions

Assessors must satisfy current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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AHCNAR402 Plan the implementation of revegetation works

Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Application

This unit of competency describes the skills and knowledge required to plan the implementation of revegetation works.

This unit applies to supervisors of revegetation programs who supervise others and provide and communicate solutions to a range of predictable and sometimes unpredictable problems.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

Pre-requisite Unit

Nil.

Unit Sector

Natural Area Restoration (NAR)

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Carry out preliminary planning activities for revegetation works	1.1 Confirm client preferences and contract requirements including the scope of the work for the revegetation project 1.2 Identify statutory obligations and site responsibilities that may affect the implementation of works 1.3 Conduct an initial site visit to verify the biophysical and other factors of the project area including environmental considerations

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Element	Performance criteria
	and historical modifications 1.4 Identify work health and safety obligations, assess hazards and develop controls 1.5 Verify the availability, quantity and costs of plants and other materials listed in the project schedules
2. Prepare a staged plan of work	2.1 Identify, cost and confirm availability of materials, tools and equipment required for revegetation procedures and ongoing maintenance of the site 2.2 Investigate site access and establishment issues 2.3 Prepare a program of works which incorporates a plan to minimise environmental impacts of works and work health and safety practices 2.4 Develop timelines for site establishment, the establishment period and maintenance of works 2.5 Incorporate seasonal factors and impacts in the staging strategy 2.6 Include special project works related to habitat resource development and enhancement in the implementation plan, where required 2.7 Document the staged implementation plan

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to AHCNAR402A Plan the implementation of revegetation works.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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Assessment Requirements for AHCNAR402 Plan the implementation of revegetation works

Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Performance Evidence

The candidate must be assessed on their ability to integrate and apply the performance requirements of this unit in a workplace setting. Performance must be demonstrated consistently over time and in a suitable range of contexts.

The candidate must provide evidence that they can:

- plan the implementation of revegetation works
- investigate site access and establishment issues
- plan for environmental impacts of site work practices and minimise safety risks to workers and the public
- assess site for opportunities and constraints associated with implementation of revegetation works
- establish the purpose and client preferences for the site to be revegetated
- carry out a site visit and confirm any planning requirements
- develop a plan for the site, detailing the resources required and the program of works
- develop schedules for the establishment and maintenance phases of the project
- document the staged implementation plan
- incorporate seasonal factors and impacts in the staging strategy to allow for planting, supply and care, wet day access, machinery use, fire hazards and establishment
- include work health and safety practices in plan

Knowledge Evidence

The candidate must demonstrate knowledge of:

- the role of revegetation works in the restoration of the environment
- the environmental issues associated with undertaking revegetation works, how to comply with legislation and ensure that the impact on the environment is minimal, including:
- principles of ecology including specific native plant and animal relationships and habitat requirements
- identification, propagation and establishment techniques of specific native plant species

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- chemical, cultural and biological weed and feral animal control techniques
- soil conservation and enhancement techniques and their advantages and disadvantages in reference to specific sites and habitats
- soil erosion control and stormwater management techniques
- maintenance requirements and practices for native plants prior to and after initial establishment
- growth habits and cultural requirements of specific native plants under a range of soil and environmental conditions
- site evaluation techniques including methods of analysing soils, waterways and their condition
- practical understanding of the advantages and disadvantages of options for revegetation procedures
- work health and safety hazards associated with undertaking revegetation works and the controls necessary to remove or minimise risks associated with them
- contract documents including specifications, plans of landscape works, services, supplies and surveyors documents

Assessment Conditions

Assessors must satisfy current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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AHCNSY201 Pot up plants

Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Application

This unit of competency describes the skills and knowledge required to transplant established plants with developed root systems.

It applies to individuals who work under general supervision and exercise limited autonomy with some accountability for their own work. They undertake defined activities and work in a structured context. All work is carried out to comply with workplace procedures.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

Pre-requisite Unit

Nil.

Unit Sector

Nursery (NSY)

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Prepare for potting up operations	1.1 Clarify work activity instructions with supervisor 1.2 Identify any work health and safety hazards and tell supervisor 1.3 Select and use tools and equipment for potting up 1.4 Clean and disinfect work area 1.5 Collect materials and check that there is sufficient quantity and

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Element	Performance criteria
	quality for potting up operations 1.6 Select and use suitable personal protective equipment (PPE)
2. Prepare growing media	2.1 Measure media components and mix as instructed 2.2 Test growing media to ensure the product complies with media specifications
3. Pot up propagated plants	3.1 Prepare plants for potting 3.2 Pot up selected propagated plants 3.3 Grade plants during the potting process to meet quality specifications and report any abnormalities to supervisor 3.4 Adjust media level in pots to produce a well-furnished plant 3.5 Ensure that placement and depth of plants comply with the planting method and plan 3.6 Add fertilisers and other products as directed
4. Complete potting up operation	4.1 Water plants in to eliminate air pockets and prevent dehydration 4.2 Perform cleaning procedures and follow hygiene practices 4.3 Collect waste and dispose of or recycle to minimise damage to the external environment 4.4 Maintain records of potting up operations in the appropriate format 4.5 Clean and store tools and equipment

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to AHCNSY201A Pot up plants.

Links

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Assessment Requirements for AHCNSY201 Pot up plants

Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Performance Evidence

The candidate must be assessed on their ability to integrate and apply the performance requirements of this unit in a workplace setting. Performance must be demonstrated consistently over time and in a suitable range of contexts.

The candidate must provide evidence that they can:

- prepare tools, equipment, media and plants
- measure media components
- disinfect work areas
- operate potting machinery (if required)
- pot up propagated plants
- handle plants with care
- treat common problems of plants
- use and maintain tools

Knowledge Evidence

The candidate must demonstrate knowledge of:

- the principles and practices of potting up plants
  - appropriate use of personal protective equipment
  - basic plant physiology
  - common problems in a controlled environment
  - enterprise plants and their characteristics
  - hygiene and quality control
  - methods of disposing of waste
  - properties of relevant potting media

Assessment Conditions

Assessors must satisfy current standards for RTOs.

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AHCNSY202 Care for nursery plants

Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Application

This unit of competency describes the skills and knowledge required to maintain and care for containerised nursery plants.

It applies to individuals who work under general supervision and exercise limited autonomy with some accountability for their own work. They undertake defined activities and work in a structured context. All work is carried out to comply with workplace procedures.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

Pre-requisite Unit

Nil.

Unit Sector

Nursery (NSY)

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Prepare to work	1.1 Clarify work activity instructions with supervisor 1.2 Identify any work health and safety hazards and tell supervisor 1.3 Select and use appropriate tools and equipment 1.4 Select and use suitable personal protective equipment (PPE)

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Element	Performance criteria
2. Maintain the nursery environment	2.1 Service irrigation system components for basic operational use and repair or replace basic user serviceable parts 2.2 Check irrigation system for functionality 2.3 Monitor environmental controls to ensure specified levels are maintained 2.4 Follow hygiene practices to minimise risk of contamination
3. Maintain nursery plants	3.1 Apply fertiliser and other products as directed 3.2 Remove weeds from pots as directed 3.3 Apply water in the quantity and method specified 3.4 Block and space plants as required 3.5 Prune plants as directed 3.6 Stake and tie plants as directed 3.7 Provide feedback to supervisor on work completed
4. Complete nursery plant maintenance operation	4.1 Record workplace information in the appropriate format 4.2 Collect waste and dispose of or recycle 4.3 Clean and store tools and equipment

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to AHCNSY202A Tend nursery plants.

Links

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Assessment Requirements for AHCNSY202 Care for nursery plants

Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Performance Evidence

The candidate must be assessed on their ability to integrate and apply the performance requirements of this unit in a workplace setting. Performance must be demonstrated consistently over time and in a suitable range of contexts.

The candidate must provide evidence that they can:

- select and use appropriate tools and equipment
- maintain nursery hygiene
- Service, repair or replace basic operational irrigation system components and user serviceable parts
- maintain nursery plants as instructed
- check irrigation system performance
- monitor environmental controls
- recognise common problems in nursery plants
- repair or replace user serviceable irrigation components
- record workplace information

Knowledge Evidence

The candidate must demonstrate knowledge of:

- the principles and practices of nursery plant care
  - botany and plant physiology as applies to maintaining nursery plants
  - common problems that may occur with containerised plants in a controlled environment and their treatment
  - daily water requirements of nursery plants
  - hygiene and quality control when tending nursery plants
  - principles and operations of irrigation systems used in nurseries, in basic terms

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Assessment Conditions

Assessors must satisfy current standards for RTOs.

Links

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AHCNSY203 Undertake propagation activities

Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Application

This unit of competency describes the skills and knowledge required to carry out a range of propagation tasks.

It applies to individuals who work under general supervision and exercise limited autonomy with some accountability for their own work. They undertake defined activities and work in a structured context. All work is carried out to comply with workplace procedures.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

Pre-requisite Unit

Nil.

Unit Sector

Nursery (NSY)

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Prepare for plant propagation	1.1 Clarify work activity instructions with supervisor 1.2 Identify any work health and safety hazards and tell supervisor 1.3 Select and use tools and equipment for potting up 1.4 Clean and disinfect work area

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Element	Performance criteria
	1.5 Select and use suitable personal protective equipment (PPE) 1.6 Collect propagation material using the appropriate method for the species 1.7 Maintain and store propagation material to ensure maximum viability
2. Propagate plants	2.1 Apply pre-treatment appropriate to the propagation method and species 2.2 Carry out propagation techniques appropriate to the requirements of the species 2.3 Handle propagation material in a way that minimises damage and maximises viability 2.4 Apply water and nutrients to suit the media conditions, plant requirements and propagation techniques used 2.5 Apply labels 2.6 Monitor plant health and take remedial action if required
3. Complete propagation activities	3.1 Collect waste and dispose of or recycle to minimise damage to the external environment 3.2 Maintain records of activities in the appropriate format 3.3 Clean and store tools and equipment

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to AHCNSY203A Undertake propagation activities.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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Assessment Requirements for AHCNSY203 Undertake propagation activities

Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Performance Evidence

The candidate must be assessed on their ability to integrate and apply the performance requirements of this unit in a workplace setting. Performance must be demonstrated consistently over time and in a suitable range of contexts.

The candidate must provide evidence that they can:

- prepare for plant propagation according to instructions
- collect propagation material as appropriate to species
- apply pre-treatments
- apply water and nutrients
- carry out a variety of propagation techniques
- collect propagation material
- maintain environmental parameters and temperature controls
- minimise damage to and maximise viability of propagated material
- maintain records of activities

Knowledge Evidence

The candidate must demonstrate knowledge of:

- the principles and practices of propagation
  - botany and plant physiology as it applies to propagation
  - common problems that occur while performing propagation activities
  - enterprise hygiene requirements
  - enterprise requirements for handling and disposal of nursery wastes
  - maintenance requirements of tools and equipment used for propagation
  - plant nutrition
  - propagation methods required for a range of plant species
  - quality specifications/characteristics of a range of parent plants and propagation materials

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- record keeping relevant to the work function

Assessment Conditions

Assessors must satisfy current standards for RTOs.

Links

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AHCNSY301 Maintain nursery plants

Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Application

This unit of competency describes the skills and knowledge required to maintain and care for nursery plants.

It applies to individuals who take responsibility for their own work and for the quality of the work of others. They use discretion and judgement in the selection, allocation and use of available resources. All work is carried out to comply with workplace procedures.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

Pre-requisite Unit

Nil.

Unit Sector

Nursery (NSY)

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Prepare to work	1.1 Select and use appropriate materials, tools and equipment 1.2 Identify work health and safety hazards, assess risks and implement suitable controls 1.3 Select, use and maintain suitable safety and personal protective equipment (PPE)

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Element	Performance criteria
2. Monitor and maintain the nursery environment	2.1 Monitor environmental parameters against the needs of the plants 2.2 Alter environmental parameters, as required, to meet the needs of nursery plants and market requirements 2.3 Service irrigation system components for basic operational use and repair or replace basic user serviceable parts
3. Determine daily water requirements	3.1 Determine water requirements according to the needs of the plant and environmental parameters 3.2 Apply water to meet the needs of the plant group 3.3 Monitor water requirements of the plant
4. Promote plant growth by intervention	4.1 Test potting media in production areas to ensure quality specifications are met 4.2 Monitor the health of the plant 4.3 Undertake plant interventions as required 4.4 Dispose of waste with full consideration of the environmental implications
5. Complete work	5.1 Clean and store equipment, tools and equipment 5.2 Maintain records on all maintenance activities

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to AHCNSY301A Maintain nursery plants.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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Assessment Requirements for AHCNSY301 Maintain nursery plants

Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Performance Evidence

The candidate must be assessed on their ability to integrate and apply the performance requirements of this unit in a workplace setting. Performance must be demonstrated consistently over time and in a suitable range of contexts.

The candidate must provide evidence that they can:

- prepare for nursery plant maintenance activities
- calculate daily water needs
- implement a range of plant maintenance activities
- monitor plant health
- operate irrigation systems
- recognise stages of plant growth
- record workplace information
- repair or replace user serviceable irrigation components

Knowledge Evidence

The candidate must demonstrate knowledge of:

- the principles and practices of nursery plant maintenance
  - botany and plant physiology as it applies to plant maintenance
  - characteristics of various types of potting media
  - common problems that occur with nursery plants and their treatment
  - effect of different pruning and intervention methods
  - effects of environmental parameters on plant growth
  - factors affecting the growth of nursery plants
  - methods of calculating daily water needs
  - optimum growing conditions for a range of plants in a nursery
  - principles and operations of a range of irrigation systems used in nurseries

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- processes for modifying environmental parameters
- relationship between plant water needs and environmental parameters
- symptoms of unhealthy plants
- treatments required by plants at different stages and environmental parameters

Assessment Conditions

Assessors must satisfy current standards for RTOs.

Links

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AHCNSY302 Receive and dispatch nursery products

Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Application

This unit of competency describes the skills and knowledge required to select and collect nursery products for the purpose of dispatch, delivery or pick up by client and the process of receiving and processing of products from suppliers.

It applies to individuals who take responsibility for their own work and for the quality of the work of others. They use discretion and judgement in the selection, allocation and use of available resources.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

Pre-requisite Unit

Nil.

Unit Sector

Nursery (NSY)

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Select product for an order	1.1 Select and use materials, equipment and personal protective equipment (PPE) 1.2 Select product from stock batches to match order forms or client request

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Element	Performance criteria
	1.3 Assist clients onsite with selection or direct to particular product or display area 1.4 Evaluate quality of product visually to ensure that it meets standard order requirements for quality 1.5 Block up stockholding areas for presentation 1.6 Monitor the amount of remaining product and retain information to inform other clients
2. Maintain the stock inventory	2.1 Collate orders in the sales or dispatch area 2.2 Check orders for quality of product and for accuracy of quantity 2.3 Keep electronic or manual records of outgoing sales in the product inventory 2.4 Adjust the inventory of the quantity of nursery stock available for sale
3. Prepare for dispatch or delivery	3.1 Check product for correct labelling and replace incorrect labelling 3.2 Package product for delivery and presentation to the client 3.3 Pack product into containers for ease of handling 3.4 Assist delivery of product by loading and stacking product according to the configuration of the transportation vehicle 3.5 Check product quality at each stage in the delivery process 3.6 Maintain and tidy sales and dispatch areas and packing and packaging materials
4. Receive products	4.1 Check incoming product for quality and correct quantities 4.2 Transfer product to stock holding areas with appropriate manual handling techniques 4.3 Transfer incoming documentation, receipts of delivery and invoices to administration

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to AHCNSY302A Receive and dispatch nursery products.

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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Assessment Requirements for AHCNSY302 Receive and dispatch nursery products

Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Performance Evidence

The candidate must be assessed on their ability to integrate and apply the performance requirements of this unit in a workplace setting. Performance must be demonstrated consistently over time and in a suitable range of contexts.

The candidate must provide evidence that they can:

- evaluate product quality
- interpret order forms
- maintain product records
- meet client service requirements
- monitor and carry out product dispatch and delivery processes
- select product for order requirements

Knowledge Evidence

The candidate must demonstrate knowledge of:

- the principles and practices of receiving and despatching nursery products
  - best practice guidelines for nursery hygiene
  - common sources of cross contamination from transport vehicles
  - environmental controls necessary for transporting plants
  - quality standards for the packing, packaging and labelling of products
  - quarantine policies and relevant quarantine legislation
  - stock control procedures

Assessment Conditions

Assessors must satisfy current standards for RTOs.

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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AHCNSY306 Implement a propagation plan

Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Application

This unit of competency describes the skills and knowledge required to implement a propagation plan for a range of plants using a range of different propagation methods.

It applies to individuals who take responsibility for their own work and for the quality of the work of others. They use discretion and judgement in the selection, allocation and use of available resources. All work is carried out to comply with workplace procedures.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

Pre-requisite Unit

Nil.

Unit Sector

Nursery (NSY)

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Prepare for propagation activities	1.1 Interpret workplace instructions and organise tasks to achieve daily work routine within time constraints 1.2 Select and prepare appropriate tools, equipment and machinery 1.3 Identify work health and safety hazards, assess risks, implement control measures and report to the supervisor

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Element	Performance criteria
	1.4 Select, use and maintain appropriate personal protective equipment (PPE) 1.5 Prepare growing environment to suit species and propagation method 1.6 Implement hygiene practices
2. Select propagation material	2.1 Identify parent plant and select according to health, vigour and desired characteristics 2.2 Select and collect propagation material according to the propagation method and species 2.3 Select appropriate conditioning and storage requirements to ensure maximum viability of propagating material
3. Prepare propagating media	3.1 Select media components for propagation mix 3.2 Test propagation media to ensure the product complies with media specifications 3.3 Determine storage requirements for the unused propagation media
4. Propagate plants	4.1 Prepare propagation material safely ensuring risks associated with airborne hazards are reduced 4.2 Perform propagation techniques appropriate for the plant species 4.3 Handle plants to minimise damage 4.4 Provide aftercare to suit the media conditions, plant requirements and propagation techniques employed
5. Complete propagation operations	5.1 Clean work site using appropriate hygiene requirements 5.2 Collect waste and dispose of or recycle to minimise damage to the environment 5.3 Complete and maintain records

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to AHCNSY306A Implement a propagation plan.

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Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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Assessment Requirements for AHCNSY306 Implement a propagation plan

Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Performance Evidence

The candidate must be assessed on their ability to integrate and apply the performance requirements of this unit in a workplace setting. Performance must be demonstrated consistently over time and in a suitable range of contexts.

The candidate must provide evidence that they can:

- prepare the growing environment to suit species and propagation method
- recognise and rectify problems and anomalies with parent plants, propagation material, propagation media, equipment and materials
- select appropriate propagation material
- handle potting mixes and propagation materials in a safe manner
- apply propagation techniques as appropriate to plants being propagated
- Provide aftercare to suit media conditions, plant requirements and propagation techniques

Knowledge Evidence

The candidate must demonstrate knowledge of:

- the principles and practices for implementing a propagation plan
  - aftercare requirements for a range of propagated plants
  - problems that may occur performing propagation activities and preventative action
  - enterprise hygiene standards required for propagation activities
  - preferred types of propagation media for different species
  - propagation techniques required for a range of plants
  - quality specifications for parent plants and propagation materials
  - testing methods applied to propagation media

Assessment Conditions

Assessors must satisfy current standards for RTOs.

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AHCNSY401 Plan a growing-on program

Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Application

This unit of competency describes the skills and knowledge required to plan a growing-on program and monitor the implementation of the program.

It applies to individuals who analyse information and exercise judgement to complete a range of advanced skilled activities and demonstrate deep knowledge in a specific technical area. They have accountability for the work of others and analyse, design and communicate solutions to a range of complex problems. All work is carried out to comply with workplace procedures.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

Pre-requisite Unit

Nil.

Unit Sector

Nursery (NSY)

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Identify issues affecting the growing-on program	1.1 Determine production requirements in consultation with management 1.2 Identify factors that could limit the production of nursery plants

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Element	Performance criteria
	1.3 Identify work health and safety hazards, assess risks and implement control measures 1.4 Consider the environmental implications of a growing-on program 1.5 Incorporate sustainable practices into the growing-on plan
2. Develop the growing-on plan	2.1 Identify activities involved in the growing-on program 2.2 Identify labour, materials, tools and equipment needs 2.3 Select environmental parameters and alter to meet plant needs and production plans 2.4 Determine growing media requirements, taking into account the needs of the plant and production plans 2.5 Determine planting dimensions and layout after consulting production plans 2.6 Identify treatments required for the growing-on program 2.7 Identify hygiene requirements for the growing-on program
3. Document the growing-on plan	3.1 Document the growing-on plan, including all information identified in the development stage 3.2 Document a budget supporting the plan and request approval by management 3.3 Organise a schedule of activities 3.4 Communicate the growing-on plan and schedule of activities to staff
4. Oversee and monitor the growing-on program	4.1 Monitor the health of the plants to ensure they are at optimum growth 4.2 Modify treatments as required to maintain optimum growth 4.3 Confirm plants are ready for dispatch meet customer specifications

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to AHCNSY401A Plan a growing-on program.

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Links

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Assessment Requirements for AHCNSY401 Plan a growing-on program

Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Performance Evidence

The candidate must be assessed on their ability to integrate and apply the performance requirements of this unit in a workplace setting. Performance must be demonstrated consistently over time and in a suitable range of contexts.

The candidate must provide evidence that they can:

- identify and assess factors that could impact the growing-on program
- Identify labour, materials and activities involved in the growing-on program
- conduct research about production requirements, growth conditions and marketing implications of a growing-on program
- negotiate, budget and document plans
- communicate plans and schedules to staff
- oversee and monitor the growing-on program

Knowledge Evidence

The candidate must demonstrate knowledge of:

- the principles and practices of planning a growing on program
  - application techniques for chemical and non-chemical intervention or treatments
  - chemical, cultural and biological pest, weed and disease control techniques
  - common problems of growing-on and preventative actions that may apply
  - enterprise hygiene standards required for growing-on activities
  - enterprise quality standards of nursery plant production
  - optimal growing requirements of nursery plants
  - preferred types of propagation media for different species
  - processes and techniques for preparing, costing and documenting plans for and scheduling growing-on activities
  - testing methods applied to propagation media

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Assessment Conditions

Assessors must satisfy current standards for RTOs.

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AHCNSY402 Plan a propagation program

Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Application

This unit of competency describes the skills and knowledge required to plan a propagation program and monitor the implementation of the program.

It applies to individuals who analyse information and exercise judgement to complete a range of advanced skilled activities and demonstrate deep knowledge in a specific technical area. They have accountability for the work of others and analyse, design and communicate solutions to a range of complex problems. All work is carried out to comply with workplace procedures.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

Pre-requisite Unit

Nil.

Unit Sector

Nursery (NSY)

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Carry out preliminary planning activities for a plant propagation	1.1 Determine production requirements 1.2 Evaluate space requirements for the program 1.3 Determine propagation techniques, taking into account the species

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Element	Performance criteria
program	and sound horticultural practice 1.4 Determine environmental parameters that impact on propagation 1.5 Negotiate a budget for the propagation program 1.6 Identify work health and safety hazards, assess risks and implement control measures
2. Develop the propagation plan	2.1 Identify labour, materials, tools and equipment needs 2.2 Determine propagation media requirements, taking into consideration the propagation method and needs of the plant 2.3 Determine strategies to modify environmental conditions, taking into account the type of plant and propagation method used 2.4 Determine selection criteria for the propagation material 2.5 Determine hygiene requirements for propagation activities
3. Monitor success of propagation activities	3.1 Identify and record variances from plan and scheduled activities 3.2 Assess propagated plants for health, quality and viability

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to AHCNSY402A Plan a propagation program.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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Assessment Requirements for AHCNSY402 Plan a propagation program

Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Performance Evidence

The candidate must be assessed on their ability to integrate and apply the performance requirements of this unit in a workplace setting. Performance must be demonstrated consistently over time and in a suitable range of contexts.

The candidate must provide evidence that they can:

- negotiate, budget and document propagation plans
- research information about production requirements, growth conditions and marketing implications
- develop a propagation plan that takes into account labour, materials and propagation media requirements and environmental conditions
- determine hygiene requirements for propagation activities
- monitor propagation activities

Knowledge Evidence

The candidate must demonstrate knowledge of:

- the principles and practices of propagation program planning
  - aftercare requirements for a range of propagated plant varieties and cultivars
  - application techniques for chemical and non-chemical intervention or treatments
  - problems performing propagation activities and preventative action
  - hygiene standards required for propagation activities
  - identification, propagation and establishment techniques for a range of plants
  - enterprise quality specifications for parent plants and propagation materials
  - Plant Breeders Rights (PBR) and related legislation
  - preferred types of propagation media for different species
  - processes for preparing plans for and scheduling propagation activities
  - testing methods applied to propagation media

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Assessment Conditions

Assessors must satisfy current standards for RTOs.

Links

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AHCPGD402 Plan a plant establishment program

Modification History

Release	Comments
Release 2	This version released with AHC Agriculture, Horticulture, Conservation and Land Management Training Package Version 2.0.
Release 1	This version released with AHC Agriculture, Horticulture, Conservation and Land Management Training Package Version 1.0.

Application

This unit of competency describes the skills and knowledge required to develop a plant establishment program and a relevant site plan and specifications.

It applies to individuals who analyse information and exercise judgement to complete a range of advanced skilled activities and demonstrate deep knowledge in a specific technical area. They have accountability for the work of others and analyse, design and communicate solutions to a range of complex problems. All work is carried out to comply with workplace procedures.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Parks and gardens (PGD)

Elements and Performance Criteria

Elements	Performance criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Carry out preliminary planning activities for the plant establishment	1.1 Consult with client and clarify preferences and requirements for the plant establishment program

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Elements	**Performance criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
program	1.2 Research plant species and cultivars; and local by-laws and restrictions that may affect the plant establishment program 1.3 Identify environmental implications of the planned program and, if necessary, report to relevant personnel for further research 1.4 Develop a concept plan that reflects client preferences and requirements and takes into account site factors and any identified environmental requirements 1.5 Present the concept plan to the client for discussion and approval
2. Determine requirements of the plant establishment program	2.1 Identify plant species and cultivars appropriate to the site and consistent with the agreed concept plan 2.2 Calculate and cost the required quantity and confirm availability with suppliers 2.3 Select plant establishment procedures that suit the characteristics of available plant materials, the resources and equipment available and environmental factors that would affect the success of the plant establishment program 2.4 Identify post-planting care requirements 2.5 Identify and cost resources, tools, equipment and machinery required for planting and post-planting care and confirm availability confirmed with suppliers, contractors and appropriate personnel 2.6 Identify work health and safety hazards, assess risks and develop controls, estimate costs and documented in the plan 2.7 Outline staged implementation and development, where appropriate, and provide access for future works provided 2.8 Determine timelines for preparations, planting and post-planting care, taking into account the needs of the plant species and cultivars, site conditions, and any other planning requirements
3. Prepare and document the plant establishment program and specification	3.1 Produce a scaled site plan which can be readily interpreted and understood by on-site personnel 3.2 Develop and document detailed on-site procedures and schedules required for the planting of the site and post-planting care of plants 3.3 Prepare detailed plan, specifications and quotation based on the requirements of the program, and present to the client for acceptance

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Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
AHCPGD402 Plan a plant establishment program Release 2	AHCPGD402 Plan a plant establishment program Release 1	Minor typographical error corrected	Equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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Assessment Requirements for AHCPGD402 Plan a plant establishment program

Modification History

Release	Comments
Release 2	This version released with AHC Agriculture, Horticulture, Conservation and Land Management Training Package Version 2.0.
Release 1	This version released with AHC Agriculture, Horticulture, Conservation and Land Management Training Package Version 1.0.

Performance Evidence

The candidate must be assessed on their ability to integrate and apply the performance requirements of this unit in a workplace setting.

The candidate must provide evidence that they can:

- plan a plant establishment program
- consult with clients
- document plans, specifications and work procedures
- comply with legislative requirements
- write plans and reports that staff, clients and contractors can understand
- calculate the cost and spatial and logistical requirements of components of the plant establishment program.

Knowledge Evidence

The candidate must demonstrate knowledge of:

- identification, propagation and establishment techniques of specific plant species and cultivars
- the advantages and disadvantages of a range of plant establishment procedures
- maintenance requirements and practices for specific plant species and cultivars, prior to and after initial establishment
- processes and techniques for preparing, costing and documenting plans for and scheduling plant establishment activities
- processes and techniques for scheduling plant establishment activities.

Assessment Conditions

Assessors must satisfy current standards for RTOs.

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Links

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AHCPHT503 Manage a controlled growing environment

Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Application

This unit of competency describes the skills and knowledge required to manage controlled growing environments.

It applies to individuals who analyse information and exercise judgement to complete a range of advanced skilled activities and demonstrate deep knowledge in a specific technical area. They have accountability for the work of others and analyse, design and communicate solutions to a range of complex problems. All work is carried out to comply with workplace procedures.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

Pre-requisite Unit

Nil.

Unit Sector

Production horticulture (PHT)

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Identify crop requirements	1.1 Determine crop growth and production requirements according to a documented production plan 1.2 Research environmental parameters for optimal growing

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Element	Performance criteria
	conditions for the specific crop, using available information resources 1.3 Identify and record controlled growing environment factors
2. Determine requirements for controlled growing environment	2.1 Identify, cost and confirm availability of structures, machinery, equipment and resources required to control environmental conditions 2.2 Identify detrimental environmental impacts associated with the controlled growing environment system
3. Prepare a management plan for controlled growing environment	3.1 Determine management objectives for controlled growing environment consistent with production plan and market requirements for crop quantity and quality 3.2 Develop a schedule of environmental control procedures according to controlled environment management objectives 3.3 Evaluate and report staff training needs with regard to operation and maintenance of environmental control systems 3.4 Document a budget supporting the controlled environment management plan and seek approval 3.5 Communicate the schedule of environmental control procedures clearly to staff
4. Manage controlled growing environment	4.1 Identify controlled environment indicators and thresholds for remedial action for monitoring 4.2 Develop monitoring frequency and schedule according to the requirements of the production plan and communicate to staff 4.3 Record, analyse and apply all monitoring data to ensure optimal plant development 4.4 Document and report remedial action undertaken 4.5 Monitor costs of the controlled growing environment system against budget 4.6 Record and report budget adjustments 4.7 Evaluate recorded information, budget data and production outputs and document operational achievements towards management objectives in a report

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Unit Mapping Information

This unit is equivalent to AHCPHT503A Manage a controlled growing environment.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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Assessment Requirements for AHCPHT503 Manage a controlled growing environment

Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Performance Evidence

The candidate must be assessed on their ability to integrate and apply the performance requirements of this unit in a workplace setting. Performance must be demonstrated consistently over time and in a suitable range of contexts.

The candidate must provide evidence that they can:

- develop a management plan to cover staff training, budgets, operating procedures and remedial actions
- develop environmental monitoring procedures
- evaluate and document the achievements towards management objectives
- identify the growing requirements of the crop
- prepare specifications for controlled growing infrastructure

Knowledge Evidence

The candidate must demonstrate knowledge of:

- principles and practices for managing controlled growing environments
  - controlled environmental conditions in regard to crop plant physiology, growth stages, and product quality and quantity
  - legislation and regulations relating to the controlled environment systems
  - market requirements for crop quantity and quality
  - monitoring, analysis and recording systems
  - plant physiology and biochemistry
  - quality production methods and techniques for a range of controlled environment plants
  - staff training requirements
  - techniques and methods of implementing optimal growing conditions for a range of horticultural crops

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Assessment Conditions

Assessors must satisfy current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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AHCPMG201 Treat weeds

Modification History

Release	Comments
Release 2	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 3.0.
Release 1	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 1.0.

Application

This unit of competency describes the skills and knowledge required to recognise common weed species and apply a range of weed treatments and control options.

The unit applies to individuals working in a broad range of job contexts who undertake defined routine activities under supervision. They exercise limited autonomy within established and well known parameters, providing solutions to a limited range of predictable problems.

State or territory licensing, legislative or certification requirements apply in some jurisdictions.

Pre-requisite Unit

Nil

Unit Sector

Pest Management (PMG)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare to treat weeds	1.1 Identify and record details of target weeds and confirm with supervisor according to workplace procedures 1.2 Discuss and select appropriate control technique with supervisor

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.3 Perform calculations according to control option and treatment requirements and confirm with supervisor 1.4 Select and prepare equipment for use according to enterprise guidelines, supervisor's direction and manufacturer's specifications 1.5 Secure the treatment area according to workplace procedures and supervisors instructions 1.6 Identify health and safety hazards and risks in the workplace and apply appropriate controls according to supervisor instructions
2. Conduct weed treatment	2.1 Identify, select, fit and use personal protective equipment according to workplace procedures and manufacturer instructions 2.2 Prepare treatments according to supervisor's instructions, manufacturer guidelines, label directions and safety data sheets 2.3 Apply treatments to minimise damage to off-target species according to workplace procedures, health and safety in the workplace and environmental legislative and regulatory requirements
3. Carry out post treatment operation	3.1 Clean and store personal protective equipment and application equipment according to workplace and environmental procedures 3.2 Dispose of treatment waste according to environmental procedures 3.3 Maintain records according to workplace procedures and legislative and regulatory requirements

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret textual information from a range of sources to identify relevant and key information to operate equipment, determine methods and rates for treatments
Writing	• Prepare treatment records using clear and accurate language and terminology
Numeracy	• Perform basic mathematical calculations to determine rates of application relevant to treatment option

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Skill	Description
Oral Communication	• Use clear language and concepts, and tone and pace appropriate when communicating with supervisor
Navigate the world of work	• Recognise organisational expectations and follow explicit work procedures and protocols
Get the work done	• Follow clearly defined instructions and sequencing, and monitor own progress for the task, seeking assistance when necessary

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
AHCPMG201 Treat weeds Release 2	AHCPMG201 Treat weeds Release 1	Minor changes to Performance Criteria for clarity Updated Performance Evidence and Knowledge Evidence	Equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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Assessment Requirements for AHCPMG201 Treat weeds

Modification History

Release	Comments
Release 2	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 3.0.
Release 1	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 1.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit. There must be evidence that the individual has demonstrated that they have treated weeds using at least two different techniques, including:

- recognised and recorded target weeds and confirmed with supervisor
- discussed and selected control options with supervisor
- prepared control options and treatments following required procedures
- identified health, safety and environmental hazards and risks and applied controls according to workplace procedures
- identified, selected, fitted and used personal protective equipment
- applied treatments safely ensuring off-target species were unaffected
- shut down, cleaned and stored personal protective equipment and application equipment according to environmental procedures
- disposed of waste according to workplace procedures and environmental procedures
- maintained records according to workplace procedures and legislative and regulatory requirements.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- common weeds identification and naming conventions
- weeds and dispersal methods common to work area
- common weed treatment options, including:
  - cultural
  - chemical
  - mechanical
  - biological

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    - Integrated Pest Management
- basic environmental considerations when using chemicals for treating weeds, including:
    - spray drift and off target damage
    - inversion
    - re-entry period
    - residues
    - chemical handling
- regulatory requirements and responsibilities when applying weed treatments
- weed control equipment, capabilities and limitations
- health and safety in the workplace including personal protective equipment required for controlling weeds
- principles and methods for securing treatment sites including, caution or hazard signs and signals
- purpose and use of chemical labels and safety data sheets (SDS)
- environmental considerations when controlling and disposing of weeds and waste materials
- record keeping methods and requirements.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
    - skills must be demonstrated on a site with weed infestation or an environment that accurately represents workplace conditions
- resources, equipment and materials:
    - weeds to be identified and controlled
    - tools and equipment suitable for control options and treatments
    - personal protective equipment
    - treatment materials
- specifications:
    - workplace documents including treatment and control procedures and processes and forms for recording treatments
    - use of manufacturers' operating instructions for specific equipment, machinery used for weed control
    - SDS for treatment materials
    - specific regulations
- relationships:
    - supervisor.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

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Links

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AHCPMG202 Treat plant pests, diseases and disorders

Modification History

Release	Comments
Release 2	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 3.0.
Release 1	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 1.0.

Application

This unit of competency describes the skills and knowledge required to recognise plant pests, diseases and disorders, determine the treatment options and apply treatments under supervision.

The unit applies to individuals working in a broad range of job contexts who undertake defined routine activities under supervision. They exercise limited autonomy within established and well known parameters, providing solutions to a limited range of predictable problems.

State or territory licensing, legislative or certification requirements apply in some jurisdictions.

Pre-requisite Unit

Nil

Unit Sector

Pest Management (PMG)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare to treat plant pests, diseases and	1.1 Identify and record details of pest, disease or disorder and confirm

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
disorders	with supervisor according to workplace procedures 1.2 Discuss and select appropriate control technique with the supervisor 1.3 Perform calculations according to control option and treatment requirements and confirm with supervisor 1.4 Select and prepare equipment for use according to workplace procedures, supervisor instructions and manufacturer specifications 1.5 Secure treatment area according to health and safety in the workplace procedures and supervisors instructions 1.6 Identify health and safety hazards and risks in the workplace and apply appropriate controls according to supervisor instructions
2. Apply treatments to plant pests, diseases and disorders	2.1 Identify, select, fit and use personal protective equipment according to according to workplace procedures and manufacturer instructions 2.2 Prepare treatments according to supervisor's instructions, chemical label instructions, safety data sheets and manufacturer instructions 2.3 Apply treatments to minimise damage and exposure to off-target species according to workplace procedures, health and safety in the workplace and environmental legislative and regulatory requirements
3. Carry out post treatment operation	3.1 Clean and store personal protective equipment and application equipment according to workplace and environmental procedures 3.2 Dispose of treatment waste according to environmental procedures 3.3 Maintain records according to workplace procedures and legislative and regulatory requirements

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret textual information from a range of sources to identify relevant and key information to operate equipment, determine

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Skill	Description
	methods and rates for treatments
Writing	• Prepare treatment records using clear and accurate language and terminology
Numeracy	• Perform basic mathematical calculations to determine rates of application relevant to treatment option
Oral Communication	• Use clear language and concepts, and tone and pace appropriate when communicating with supervisor
Navigate the world of work	• Recognise and apply organisational expectations and follows explicit workplace procedures and protocols
Get the work done	• Follow clearly defined instructions and sequencing, and monitors own progress for the task, seeking assistance when necessary

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
AHCPMG202 Treat plant pests, diseases and disorders Release 2	AHCPMG202 Treat plant pests, diseases and disorders Release 1	Minor changes to Performance Criteria for clarity Updated Performance Evidence and Knowledge Evidence	Equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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Assessment Requirements for AHCPMG202 Treat plant pests, diseases and disorders

Modification History

Release	Comments
Release 2	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 3.0.
Release 1	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 1.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit. There must be evidence that on at least one occasion the individual has demonstrated that they have treated plant pests and diseases, including:

- recognised and recorded target pests, diseases and disorders and confirmed with supervisor
- discussed and selected control options with supervisor
- prepared control options and treatments following required procedures
- identified health and safety in the workplace and environmental hazards and risks and applied controls according to workplace procedures
- identified, selected, fitted and used personal protective equipment
- applied treatments safely ensuring off-target species were unaffected
- shut down, cleaned and stored personal protective equipment and application equipment according to environmental procedures
- disposed of waste according to workplace procedures and environmental procedures
- updated records according to workplace procedures and legislative and regulatory requirements.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- common pests, diseases and disorders identification
- pests, diseases and disorders and dissemination method common to work area
- pests, diseases and disorders treatment options, including:
  - cultural
  - chemical

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    - mechanical
    - biological
    - Integrated Pest Management
- basic environmental considerations when using chemicals for treating pests, diseases and disorders, including:
    - spray drift and off target damage
    - inversion
    - re-entry period
    - residues
    - chemical handling
- regulatory requirements and responsibilities when applying control measures
- pests, disease and disorders control equipment, capabilities and limitations
- health and safety in the workplace including personal protective equipment required for treating pests, disease and disorders
- principles and methods for securing treatment sites including, caution or hazard signs and signals
- purpose and use of chemical labels and safety data sheets (SDS)
- environmental considerations when treating pests, diseases and disorders, and disposing of waste materials
- record keeping methods and requirements.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
    - skills must be demonstrated in the field or an environment that accurately represents workplace conditions
- resources, equipment and materials:
    - samples of pests, diseases and disorders to be identified and controlled
    - tools and equipment suitable for control options and treatments
    - personal protective equipment
    - treatment materials
- specifications:
    - workplace documents including instructions, treatment and control procedures and processes and forms for recording treatments
    - manufacturers' operating instructions for specific equipment
    - SDS for treatment materials
    - specific regulations
- relationships:
    - supervisor.

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Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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AHCPMG301 Control weeds

Modification History

Release	Comments
Release 3	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 3.0.
Release 2	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 2.0.
Release 1	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 1.0.

Application

This unit of competency describes the skills and knowledge required to plan and coordinate weed control activities using appropriate strategies to provide effective, economic control while minimising environmental damage.

The unit applies to individuals who work under broad direction and take responsibility for their own work. They use discretion and judgement in the selection, allocation and use of available resources and for solving problems.

State or territory licensing, legislative or certification requirements apply in some jurisdictions.

Pre-requisite Unit

Nil

Unit Sector

Pest Management (PMG)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Assess weed infestation	1.1 Identify and record weeds and potential weeds for target area 1.2 Identify the scope, stage and size of the weed infestation impacting on target area 1.3 Assess effect of weed infestation on target area 1.4 Identify tolerable levels of infestation according to workplace requirements 1.5 Investigate approaches to control weed infestation 1.6 Identify non-target plant and animal species present in the area 1.7 Assess the site for suitability of control measures according to health and safety in the workplace and environmental requirements
2. Plan weed control measures	2.1 Determine suitable control options according to workplace requirements and legislative and regulatory requirements 2.2 Identify and assess hazards, risks and controls according to workplace procedures and regulations 2.3 Identify appropriate resources for control options 2.4 Identify, fit and use personal protective equipment in accordance with health and safety in the workplace procedures 2.5 Select and prepare a plan for control measures according to workplace strategy and environmental legislative and regulatory requirements 2.6 Document control measures according to workplace and legislative requirements
3. Implement weed control	3.1 Assess conditions for implementation of control plan and adjust plan according to conditions 3.2 Implement control measures in accordance with workplace pest management plan and industry best practice 3.3 Ensure that control measures minimise effect on non-target species and environmental damage 3.4 Maintain records of the control measure according workplace procedures and regulatory requirements
4. Monitor weed control measures	4.1 Monitor weed control measures and identify adverse impact on non-target entities 4.2 Assess effectiveness of weed control measures in accordance with

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	workplace procedures 4.3 Report results of assessment according to client or workplace procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Read and interpret plans, regulations, and other documentation and consolidate information to determine control plans and implement control measures
Writing	• Accurately complete organisational records, plans and reports using clear language and industry terminology
Numeracy	• Perform calculations for volumes, weights and measures for application rates of chemicals and materials
Oral Communication	• Effectively participate in verbal exchanges using collaborative and inclusive techniques including active listening and questioning and reading of verbal and non-verbal signals to convey and clarify information
Navigate the world of work	• Take responsibility for following explicit and implicit policies, procedures, codes of practice and legislative requirements
Get the work done	• Take responsibility for planning, sequencing and prioritising tasks and workload • Make routine decisions and implements standard procedures for routine tasks, using formal decision making processes

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
AHCPMG301	AHCPMG301	Minor changes to	Equivalent unit

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Control weeds Release 3	Control weeds Release 2	Performance Criteria for clarity Updated Performance Evidence and Knowledge Evidence	

Links

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Assessment Requirements for AHCPMG301 Control weeds

Modification History

Release	Comments
Release 3	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 3.0.
Release 2	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 2.0.
Release 1	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 1.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit. There must be evidence that the individual has demonstrated on at least one occasion that they have controlled weeds, including:

- identified, recorded and assessed weeds and their impact on the target area
- investigated the suitability of weed control approaches and effect on site environment and non-target entities
- planned and coordinate weed control activities
- identified tolerable levels of weed infestation for the target site
- conducted a site hazard, risk assessment and identified controls for weed control
- ensured personal safety by using appropriate personal protective equipment
- selected and applied weed management methods appropriate to the target site
- maintained records of weed management activities
- monitored, recorded and reported the effectiveness of methods
- ensured control measures had minimal effect on non-target species and environment.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- weeds and their tolerable levels and impact on target area, including:
  - economic, aesthetic, health, fire hazard and environmental thresholds of common weeds
  - non-target entities common to the area
  - effect of weed infestation on required plant health and growth

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- basic weed biology, including:
  - lifecycle and ecology of a range of weeds
  - cyclical nature of weeds and control programs
  - weed characteristics, morphology and dispersal
- weed management strategies and their selection criteria, including:
  - cultural
  - chemical
  - mechanical
  - biological
  - Integrated Pest Management
- risk factors including human, animal health and environmental associated with control measures
- factors that affect the efficacy of weed management strategies, including:
  - prevailing weather and atmospheric conditions
  - impact of off target damage on non-target entities
  - residues and maximum residue levels
- weed control activities and disturbance to other plant or animal species
- signs of adverse impact of control measures and ways to minimise their effect on non-target entities, including:
  - humans
  - animals
  - non-target plants
  - environment
- site-monitoring techniques that may be used to implement the weed control plan
- hazard and risks assessment and control methodologies
- equipment including personal protective equipment appropriate to control measure
- health and safety in the workplace requirements
- pest management planning and survey strategies
- legislative requirements relevant to weed control.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in the field or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - live weeds
  - tools and equipment used for weed control program
  - personal protective equipment
- specifications:

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    - workplace documents including policies, procedures, processes and forms for record keeping
    - manufacturers' operating instructions for specific equipment and machinery
    - safety data sheets
    - workplace instructions and client briefs
    - specific regulations and codes of practice
- relationships:
    - clients.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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AHCPMG302 Control plant pests, diseases and disorders

Modification History

Release	Comments
Release 3	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 3.0.
Release 2	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 2.0.
Release 1	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 1.0.

Application

This unit of competency describes the skills and knowledge required to identify and assess the effect to plants of plant pests, diseases and disorders and plan and coordinate control measures.

The unit applies to individuals who work under broad direction and take responsibility for their own work. They use discretion and judgement in the selection, allocation and use of available resources and for solving problems.

State or territory licensing, legislative or certification requirements apply in some jurisdictions.

Pre-requisite Unit

Nil

Unit Sector

Pest Management (PMG)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Assess pests, disease	1.1 Identify and record plant pests, diseases, disorders and beneficial

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
and disorders	organisms in target area 1.2 Assess the scope, stage and size of the pests, diseases or disorders 1.3 Determine tolerable threshold of pests, diseases or disorders according to workplace requirements
2. Plan the implementation of plant pests, diseases and disorder control measures	2.1 Identify and select control options according to workplace requirements and environmental procedures 2.2 Select tools, equipment and machinery for control measure according to workplace procedures 2.3 Identify and assess health and safety in the workplace hazards, risks and implement controls according to workplace procedures 2.4 Select, fit, use and maintain personal protective equipment according to manufacturer instructions and health and safety in the workplace procedures 2.5 Ensure control measures comply with health and safety in the workplace policies and environmental regulations
3. Implement plant pests, diseases and disorder control measures	3.1 Coordinate control measures with work team, contractors and suppliers according to sequence and timing in consultation with supervisor 3.2 Implement control measures according to workplace procedures and industry best practice 3.3 Maintain records according to workplace procedures and legislative and regulatory requirements
4. Monitor plant pests, diseases and disorder control methods	4.1 Monitor control measures to identify off-target effects 4.2 Assess effectiveness of management measures against planned outcomes according to workplace procedures 4.3 Adjust control methods where effectiveness has been below expectations

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

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Skill	Description
Reading	• Read and interpret plans, regulations, and other documentation and consolidates information to determine and implement management measures
Writing	• Accurately complete organisational records, plans and reports using clear language and industry terminology
Navigate the world of work	• Take responsibility for following explicit and implicit policies, procedures, codes of practice and legislative requirements
Interact with others	• Select and use appropriate conventions and protocols when communicating with clients and co-workers in a range of work contexts • Cooperate with others and contributes to work practices where joint outcomes are expected and deadlines are to be met
Get the work done	• Take responsibility for planning, sequencing and prioritising tasks and workload • Make routine decisions and implements standard procedures for routine tasks, using formal decision making processes

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
AHCPMG302 Control plant pests, diseases and disorders Release 3	AHCPMG302 Control plant pests, diseases and disorders Release 2	Minor changes to Performance Criteria for clarity Updated Performance Evidence and Knowledge Evidence	Equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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Assessment Requirements for AHCPMG302 Control plant pests, diseases and disorders

Modification History

Release	Comments
Release 3	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 3.0.
Release 2	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 2.0.
Release 1	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 1.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit. There must be evidence that the individual has demonstrated that on at least one occasion they can control pests, disease and disorders, including:

- identified and recorded pests, diseases and disorders, beneficial organisms on host plants in target area
- assessed damage, threat and threshold of pests diseases or disorders on host plants according to client, market or environment requirements
- selected and implemented pest, disease and disorder control measures according to workplace, environmental and safe work practices
- identified and selected tools equipment and resources necessary to implement the control measure
- identified and assessed health and safety hazards and risks and incorporate and implemented in controls strategies according to health and safety procedures
- identified, fitted and used personal protective equipment according to workplace procedures
- monitored the effectiveness of pest and disease control
- adjusted control measure on crop and off-target entities where outcomes were below expectation
- maintained records of pest and disease control activities according to regulatory and workplace requirements
- coordinated the control strategy with others according planned outcomes.

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Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- pest, disease and disorder and symptom recognition of host stress
- economic, aesthetic or environmental thresholds for a range of plant pests, diseases and disorders
- control strategies for pests diseases and disorders, including:
  - chemical
  - biological
  - cultural methods
  - treatments available
  - Integrated Pest Management
  - industry best practice
- tools, equipment and machinery for implementing the control strategies and the importance of calibration
- site monitoring and analysis techniques used to implement a control strategy
- implications of control strategies for:
  - target and off-target
  - site limitations
  - environmental implications
  - end market and production
  - environmental objectives
- health and safety in the workplace responsibilities for employees and employers
- correct use, maintenance and storage of personal protective equipment
- health and safety in the workplace and environmental regulatory requirements including hazardous substances regulations
- basic communications skills
- workplace and mandatory record keeping requirements.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in the field or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - pests, diseases and disorders
  - tools and equipment for control program
  - personal protective equipment
- specifications:

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  - workplace documents including policies, procedures, processes and forms for record keeping
  - manufacturers' operating instructions for specific equipment and machinery
  - safety data sheets
  - workplace instructions and client briefs
  - specific legislation/codes of practice
- relationships:
  - clients
  - supervisor.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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AHCPMG309 Apply pest animal control techniques

Modification History

Release	Comments
Release 2	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 3.0.
Release 1	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 1.0.

Application

This unit of competency describes the skills and knowledge required to apply control techniques for pest animals, in compliance with a pest management plan. This includes involving the use of vertebrate pesticides, traps (except leg hold traps), cages, lures and firearms with the animal humanely destroyed according to industry guidelines or protocols.

The unit applies to individuals who work under broad direction and take responsibility for their own work. They use discretion and judgement in the selection, allocation and use of available resources and for solving problems.

State or territory licensing, legislative or certification requirements apply in some jurisdictions.

Pre-requisite Unit

Nil

Unit Sector

Pest Management (PMG)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for pest control	1.1 Identify control techniques to be used in the pest management plan 1.2 Identify health and safety in the workplace hazards and risks

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	associated with the control technique and apply controls 1.3 Identify health and safety hazards and risks in the workplace that could adversely impact on the environment, off-target animals and public and apply controls 1.4 Select and check materials, equipment and vehicles according to pest management plan 1.5 Clean, calibrate and prepare equipment according to workplace procedures 1.6 Obtain permits, permissions and licences for affected properties and follow appropriate notification plan for stakeholders 1.7 Prepare timeline for pest control operation according to industry best practise or protocols
2. Implement pest control	2.1 Identify target and non-target animals according to workplace procedures 2.2 Select site to maximise impact of control methods on target animals and minimise impact on non-target animals. 2.3 Check planned control technique applies to current target pest, site, current conditions and timing 2.4 Install notification and warning signage according to control plan and health and safety in the workplace procedures 2.5 Carry out control activities according to control plan and health and safety in the workplace procedures 2.6 Follow control timelines for control technique 2.7 Maintain records of control plan activities and outcomes according to workplace procedures 2.8 Monitor site according to control plan and local conditions 2.9 Euthanise animals according to pest control plan and workplace procedures
3. Complete the pest control work	3.1 Ensure equipment and unused resources are reconciled against plan and removed from site according to pest control plan and workplace procedures 3.2 Dispose of waste and animal carcasses and restore site according to pest control plan, workplace and environmental procedures 3.3 Clean, maintain and store equipment and materials according to workplace procedures

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	3.4 Report results of control activities according to workplace procedures and legislative and regulatory requirements

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Read and interpret plans, regulations, and other documentation and consolidates information to determine pest control plan and implement control measures
Writing	• Accurately complete organisational records, plans and reports using clear language and industry terminology
Numeracy	• Perform calculations for volumes, weights and measures for application rates of chemicals, baits and materials
Oral Communication	• Effectively participate in verbal exchanges including active listening and questioning and reading of verbal and non-verbal signals to convey and clarify information to stakeholders
Navigate the world of work	• Take responsibility for following explicit and implicit policies, procedures, codes of practice and legislative requirements
Get the work done	• Take responsibility for planning, sequencing and prioritising tasks and workload • Make routine decisions and implements standard procedures for routine tasks, using formal decision-making processes

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
AHCPMG309 Apply pest animal control techniques	AHCPMG309 Apply pest animal control techniques Release 1	Minor changes to consolidate Performance Criteria for clarity	Equivalent unit

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Release 2		Updated Performance Evidence and Knowledge Evidence	

Links

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Assessment Requirements for AHCPMG309 Apply pest animal control techniques

Modification History

Release	Comments
Release 2	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 3.0.
Release 1	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 1.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit. There must be evidence that on at least one occasion the individual has demonstrated that they have applied a pest animal control technique, including:

- identified the control techniques and selected equipment and resources required
- Identified hazards and risks and controls measure
- identified target and non-target animals
- obtained permits and licences and notified stakeholders of intended works
- checked vehicles, selected equipment and materials for serviceability and cleaned equipment before and after implementation
- prepared timeline and selected and prepared the site for control activity and restored it on completion
- prepared, installed and checked, safety warning signs, control equipment, materials according to plan
- applied controls according to timelines and control plan
- reconciled controls against plan within specified timeframes
- recorded details of control activities to comply with enterprise and legislative requirements
- reported results of control
- reconciled, cleaned and maintained equipment and disposed of waste according to workplace and environmental procedures.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

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- requirements for ensuring the welfare of animals described in the relevant Codes of Practice and standard operating procedures
- the purpose and scope of the animal control program
- suitable control techniques and timing of control activities based on:
  - the target animal's range, movement patterns, behaviour and habitats
  - the reproductive cycle of the target animal
  - target animal behaviours and biology relevant to control technique
  - food preferences, both general and local, of target animals
  - scent station and other animal tracks and traces
  - target pests and non-target native animals found in the area
  - the environment and terrain of the target area
- appropriate calibre of firearm required to euthanise animals
- euthanasia procedures, including capture and kill points for animals
- licencing, permissions and notification protocols
- precautions that need to be taken to minimise harm to non-target animals
- health and safety in the workplace procedures that relate to animal control activities including personal protective equipment
- recording and reporting requirements
- procedures for using, recording and reconciling baits and poisons
- relevant legislation for pest animal control activities
- transportation methods for captured animals or carcases
- land reparation works, waste disposal and the environment.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in the field or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - live pest animals
  - tools and equipment used for pest animal control program
  - personal protective equipment
- specifications:
  - workplace documents including policies, procedures, processes and forms for record keeping
  - use of manufacturers' operating instructions for specific equipment, machinery
  - safety data sheets
  - workplace instructions and client briefs
  - specific legislation and codes of practice.

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Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

In addition, the following specific assessor requirements apply to this unit if firearms are used to destroy animals:

- must possess firearms licences
- appropriate experience in using firearms for pest control.

Links

Companion Volumes, including Implementation Guides, are available at VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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AHCPMG507 Develop a regional pest management plan

Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Application

This unit of competency describes the skills and knowledge required to develop a pest management plan that applies to a large or regional level. It also describes the skills and knowledge required to gain agreement and commitment from stakeholders to implement the plan.

Pest management plans are used by land managers who practice sustainable land management principles and require a collaborative approach with neighbouring landholders.

This unit applies to individuals who take personal responsibility and exercise autonomy in undertaking complex work. They demonstrate deep knowledge in specific technical areas, are able to analyse and synthesise information and analyse, design and communicate solutions to sometimes complex problems.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication. However, all units of competency dealing with animals in the AHC Training Package have the requirements for animals to be handled humanely to minimise stress and discomfort.

Pre-requisite Unit

Nil.

Unit Sector

Pest Management (PMG)

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Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Determine goals of the plan	1.1 Determine scope of the plan 1.2 Determine the need for, and establish a steering committee, where necessary 1.3 Determine consultation requirements 1.4 Conduct and document consultation with stakeholders to determine goals 1.5 Assess and document options for controlling pest populations, changing land management or production practices, in terms of economic factors, technical difficulty, practical feasibility, and social and environmental acceptability
2. Set specific objectives for the pest management plan	2.1 Define and document objectives to be achieved in consultation with stakeholders 2.2 Define roles and responsibilities of stakeholders in delivering objectives
3. Identify activities required to achieve specific objectives	3.1 Determine and document activities required to achieve objectives in consultation with stakeholders 3.2 Prioritise activities and seek commitment from relevant stakeholders, where relevant 3.3 Conduct risk management for community, environment, work health and safety and production 3.4 Ensure activities align with pest management plan, environmental sustainability policies and biosecurity plans or legislation 3.5 Determine monitoring, evaluation and reporting methods
4. Determine performance criteria for objectives	4.1 Determine measurable performance criteria in terms of target pest population levels, economic impacts and environmental impacts
5. Publish the plan	5.1 Check the plan meets all biosecurity, legislative and national and State or Territory strategic policies 5.2 Submit draft plan to stakeholders for review 5.3 Finalise plan and seek endorsement by key stakeholders 5.4 Publish and distribute plan according to organisational requirements

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Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit has resulted from the merging of AHCPMG402A Develop a pest management action plan within a local area and AHCPMG503A Develop a strategy for the management of target pests and is not equivalent to either of these units.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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Assessment Requirements for AHCPMG507 Develop a regional pest management plan

Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Performance Evidence

The candidate must be assessed on their ability to integrate and apply the performance requirements of this unit in a workplace setting. Performance must be demonstrated consistently over time and in a suitable range of contexts.

The candidate must provide evidence that they can:

- produce a pest management plan that contains objectives and management options which comply with relevant legislation and best practice principles of pest management
- consult with stakeholders to reach agreed upon outcomes from identified objectives
- scope geographical area, landscape and land uses within area and with stakeholders
- develop pest management plan according to defined pest problem
- align pest management plan to biosecurity plans or legislation
- develop pest management plan in accordance with sustainable land use principles, economic feasibility, environmental acceptability and statutory requirements for pest control
- develop, evaluate and document all management options to control, eradicate or prevent pest populations
- achieve approval of the plan by key stakeholders
- conduct risk assessments and cost-benefit analyses of the range of management options available in order to select the best option for the specific context
- apply work health and safety policies and procedures in the context of own work
- include appropriate animal welfare Code of Practice and Standard Operating Procedures in the plan
- apply appropriate sustainability practices in the plan

Knowledge Evidence

The candidate must demonstrate knowledge of:

- planning techniques

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- concepts of the strategic approach to pest management, the importance of monitoring and the effectiveness of management evaluation
- relevant local, regional, State/Territory and national pest management strategies
- Federal, State or Territory legislation and regulations relating to pest management activities
- principles of integrated pest management
- types of monitoring technology available
- land use processes, ecological systems and production systems
- pest management options and strategies
- techniques used to validate target pest population and distribution data supplied by stakeholders, and methods of obtaining other relevant data
- how to measure or estimate economic losses and environmental impacts from pest presence
- Federal and State or Territory legislation and regulations relating to property, stock and duty of care
- target pest biology and lifecycles
- potential diseases or toxicity risks
- pest population dynamics and economic and environmental thresholds
- wildlife issues and how to minimise risks to non-target species as well as deal with pest behaviour
- environmental protection legislation
- basic requirements for ensuring the welfare of animals described in the relevant Codes of Practice

Assessment Conditions

Assessors must satisfy current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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AHCSAW201 Conduct erosion and sediment control activities

Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Application

This unit of competency describes the skills and knowledge required to control erosion and sediment using earthworks construction and other land forming activities.

Construction is often carried out using a single earthmoving machine in varied conditions and terrains that requires the plant operator to develop skills that are unique to this sector.

This unit applies to individuals who work under general supervision and exercise limited autonomy with some accountability for their own work, they undertake defined routine activities.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

Pre-requisite Unit

Nil.

Unit Sector

Soil and Water Conservation (SAW)

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Prepare to work	1.1 Read work instructions relating to the activity and clarify purpose

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Element	Performance criteria
	and issues with the supervisor 1.2 Prepare tools and equipment and use as instructed by supervisor 1.3 Identify manual handling and other work health and safety hazards, tell supervisor and apply safe work practices to minimise risks 1.4 Select personal protective equipment and clothing and ensure correct fit
2. Conduct erosion and sediment control activities	2.1 Identify erosion and sediment risks at a site and confirm with supervisor 2.2 Assemble structures to prevent erosion and control sediment at site 2.3 Carry out sediment control and maintenance activities 2.4 Operate tools, machinery and equipment as instructed
3. Complete work	3.1 Dispose of or recycle soil and waste material from the site to minimise damage to the environment 3.2 Clean, store and maintain all tools and equipment

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to AHCSAW201A Conduct erosion and sediment control activities

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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Assessment Requirements for AHCSAW201 Conduct erosion and sediment control activities

Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Performance Evidence

The candidate must be assessed on their ability to integrate and apply the performance requirements of this unit in a workplace setting. Performance must be demonstrated consistently over time and in a suitable range of contexts.

The candidate must provide evidence that they can:

- conduct erosion and sediment control activities as instructed by a supervisor
- identify hazards and follow safe operating procedures
- identify erosion and sediment control structures, measures and practices
- carry out routine work with control measures and structures
- identify areas at risk of erosion
- operate or use machinery tools and equipment required for the tasks involved safely and efficiently

Knowledge Evidence

The candidate must demonstrate knowledge of:

- the need for erosion and sediment control, including:
- the cost of erosion and sedimentation to the community
- the effect of loss of habitat
- how water quality is affected
- how soil erosion can cause loss of production, assets and amenities
- re-occurring maintenance, repair and monitoring requirements for controls
- agents and processes of erosion and sedimentation and ways to control them
- types of erosion and sediment control structures and techniques for constructing them
- role of vegetation in erosion control
- basic catchment issues
- characteristics of soils with an emphasis on erodible soils

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Assessment Conditions

Assessors must satisfy current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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AHCSAW302 Implement erosion and sediment control measures

Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Application

This unit of competency describes the skills and knowledge required to construct, install and maintain a range of measures specified on erosion and sediment control plans.

This unit applies to individuals who work under broad direction and take responsibility for their own work including limited responsibility for the work of others.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

Pre-requisite Unit

Nil.

Unit Sector

Soil and Water Conservation (SAW)

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Prepare for implementation and construction	1.1 Confirm that erosion and sediment control plan and schedule of works match site conditions 1.2 Identify survey pegs and site indicators on site 1.3 Match equipment and tools to program works and terrain on site 1.4 Verify work readiness of selected equipment and tools

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Element	Performance criteria
	1.5 Assess and minimise risks to others and the environment 1.6 Select and use appropriate personal protective equipment 1.7 Select materials to complete proposed works in line with construction schedule
2. Carry out implementation and construction	2.1 Plan work sequence 2.2 Construct earthworks 2.3 Install erosion and sediment control products and materials
3. Carry out repairs and maintenance procedures	3.1 Monitor site, identify issues and carry out repairs as necessary 3.2 Complete maintenance procedures as required 3.4 Clean and store machinery, tools and equipment 3.5 Complete work records

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to AHCSAW302A Implement erosion and sediment control measures

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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Assessment Requirements for AHCSAW302 Implement erosion and sediment control measures

Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Performance Evidence

The candidate must be assessed on their ability to integrate and apply the performance requirements of this unit in a workplace setting. Performance must be demonstrated consistently over time and in a suitable range of contexts.

The candidate must provide evidence that they can:

- construct, install and maintain a range of erosion and sediment control measures
- identify hazards and implement safe work procedures
- prepare for implementation and construction
- read and follow plans to carry out implementation and construction
- identify survey pegs and site indicators on site and on the plans
- carry out repairs and maintenance procedures to enterprise standards
- select equipment and materials appropriate for the task
- operate equipment and machinery according to safe work practices and manufacturer instructions
- clean and store equipment, machinery and tools according to organisational requirements

Knowledge Evidence

The candidate must demonstrate knowledge of:

- materials cartage pollution control
- sequence of working and timing/duration
- work health and safety issues relating to the equipment and the site
- equipment used
- materials suitable for constructing erosion and sediment control measures and where to source them on site
- limitations of structures including timing of maintenance, structure life cycle, specifications and standards

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Assessment Conditions

Assessors must satisfy current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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AHCSAW302A Implement erosion and sediment control measures

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit covers the construction/installation and maintenance of a range of measures specified on erosion and sediment control plans and defines the standard required to: select and prepare equipment; confirm the details of work; identify survey pegs and site indicators; construct earthworks in line with the plan; install erosion and sediment control products and materials; carry out repairs and maintenance procedures.

Application of the Unit

Application of the unit	This unit applies to workers who are required to carry out the actions specified on erosion and sediment control plans.

Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		

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Employability Skills Information

Employability skills	This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Not Applicable

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Prepare for implementation and construction	1.1. Erosion and sediment control plan and schedule of works match site conditions. 1.2. Survey pegs and site indicators are identified on site. 1.3. Equipment and tools are matched to program works and terrain on site. 1.4. Work readiness of selected equipment and tools are verified in line with contractor policy. 1.5. Materials are selected to complete proposed works in line with construction schedule.
2. Carry out implementation and construction	2.1. Earthworks are constructed in accordance with details specified in the plan and to industry standards. 2.2. Erosion and sediment control products and materials are installed in accordance with manufacturer's recommendation and industry guidelines and plans.
3. Carry out repairs and maintenance procedures	3.1. Site works maintenance inspection schedule is applied to reinstate operating effectiveness of erosion and sediment control measures on site.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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REQUIRED SKILLS AND KNOWLEDGE This section describes the skills and knowledge required for this unit.
Required skills
• identify hazards and implement safe work procedures • prepare for implementation and construction • carry out implementation and construction • carry out repairs and maintenance procedures • use literacy skills to read, interpret and follow organisational policies and procedures, follow sequenced written instructions, record accurately and legible information collected and select and apply procedures for a range of tasks • use oral communication skills/language competence to fulfil the job role as specified by the organisation, including questioning techniques, active listening, clarifying information and consulting with supervisors as required • use numeracy skills to estimate, calculate and record routine workplace measures • use interpersonal skills to work with and relate to people from a range of cultural, social and religious backgrounds and with a range of physical and mental abilities.
Required knowledge
• materials cartage pollution control • sequence of working and timing/duration • Occupational Health and Safety (OHS) issues relating to the equipment and the site • equipment used • construct, install and maintain includes materials, quantity and where to source them on site • construction/installation techniques for all measures on the plan • limitations of structures including timing of maintenance, structure life cycle, specifications and standards • environmental impacts and procedures for erosion and sediment control.

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	

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EVIDENCE GUIDE	
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 workplace operations and satisfy holistically all of the requirements of the performance criteria and required skills and knowledge and include achievement of the following: • select and prepare equipment • confirm the details of work • identify survey pegs and site indicators • construct earthworks in line with the plan • install erosion and sediment control products and materials • carry out repairs and maintenance procedures.
Context of and specific resources for assessment	Competency requires the application of work practices under work conditions. Selection and use of resources for some worksites may differ due to the regional or enterprise circumstances.

Range Statement

RANGE STATEMENT	
The range statement relates to the unit of competency as a whole.	
Erosion control measures may include:	• site management • land shaping • batter stabilisation • banks and channels • level spreader • revegetation • waterways • check dams • bank and channel linings • grade stabilising structures • outlet protection structures • stormwater detention measures • dust control • rural road&track crossbank and crossfall.
Sediment control measures may	• sediment basins

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RANGE STATEMENT	
include:	• sediment traps • sediment filters • excavated sediment traps • straw bale • stormwater inlet sediment traps • sediment fence • straw bale • geotextile fabric • vegetation strips.

Unit Sector(s)

Unit sector	Soil and water conservation

Co-requisite units

Co-requisite units		

Competency field

Competency field	

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AHCWAT502 Manage water systems

Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Application

This unit of competency describes the skills and knowledge required to strategically manage integrated systems involving relationships between irrigation, drainage and environmental systems.

It applies to individuals who analyse information and exercise judgement to complete a range of advanced skilled activities and demonstrate deep knowledge in a specific technical area. They have accountability for the work of others and analyse, design and communicate solutions to a range of complex problems. All work is carried out to comply with workplace procedures.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

Pre-requisite Unit

Nil.

Unit Sector

Water (WAT)

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Determine the feasibility of using or	1.1 Assess water resources and drainage implications to determine suitability for irrigation

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Element	Performance criteria
up-grading irrigation system	1.2 Determine water quality and treatment requirements 1.3 Determine water requirements and most suitable application systems for each crop and plant type and area, and for each soil type 1.4 Determine other water requirements, such as climate control 1.5 Assess soil types to determine suitability for irrigation and the range of crop and plant types that could be grown 1.6 Determine drainage requirements in relation to each soil and crop and plant type and type of irrigation system 1.7 Assess performance data, audit reports, environmental and workplace health and safety data for existing systems 1.8 Obtain information from irrigation specialists on all relevant aspects of irrigation design 1.8 Assess and cost available irrigation system types and components and make a decision on the particular system to be used or upgrades to existing system
2. Install or modify an irrigation and drainage system as necessary	2.1 Determine and acquire materials and equipment making up the system 2.2 Install irrigation system using advice, as necessary, from irrigation specialists 2.3 Check that irrigation and drainage systems are supervised to ensure there are no leaks or blockages 2.4 Confirm that the water is being evenly distributed and that the drainage is effective and the system is in good working order
3. Evaluate irrigation system performance	3.1 Determine and value plant growth and yield increases from irrigation 3.2 Calculate the cost of irrigation 3.3 Determine the cost benefit of irrigation and compare with alternative systems and approaches

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Unit Mapping Information

This unit is equivalent to AHCWAT502A Manage water systems.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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Assessment Requirements for AHCWAT502 Manage water systems

Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Performance Evidence

The candidate must be assessed on their ability to integrate and apply the performance requirements of this unit in a workplace setting. Performance must be demonstrated consistently over time and in a suitable range of contexts.

The candidate must provide evidence that they can:

- analyse performance and audit data
- develop and implement enterprise work health and safety and environmental procedures
- evaluate irrigation system performance
- identify adverse environmental impacts of irrigation activities and appropriate remedial action
- strategically manage irrigated production systems

Knowledge Evidence

The candidate must demonstrate knowledge of:

- principles and practices of water systems management
  - cost or benefit analysis
  - enterprise policies and procedures
  - environmental impacts of irrigation, using water from any ground or underground source
  - plant requirements
  - water quality

Assessment Conditions

Assessors must satisfy current standards for RTOs.

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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AHCWRK201 Observe and report on weather

Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Application

This unit of competency describes the skills and knowledge required to observe and contribute to positive environmental work practices.

The skills and knowledge described in this unit underpin a broad range of activities applicable to a variety of job roles throughout industries at various levels.

This unit applies to individuals who work under general supervision and exercise limited autonomy with some accountability for own work.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

Pre-requisite Unit

Nil.

Unit Sector

Work (WRK)

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Prepare to work	1.1 Clarify work instructions with supervisor 1.2 Select and use tools and equipment and carry out pre-operational

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Element	Performance criteria
	safety checks 1.3 Select and use personal protective equipment 1.4 Identify hazards and inform supervisor 1.5 Identify and action work health and safety policies and procedures and legislative requirements
2. Check weather and climate information	2.1 Check weather and climate information to determine likely conditions 2.2 Recognise changed weather and climate situations 2.3 Anticipate likely impact of changes in weather and climate in respect to work tasks, safety of others, property, natural resources and local environment 2.4 Report anticipated impact of weather and climate to supervisor
3. Carry out preventative action	3.1 Disseminate information and advice to relevant personnel 3.2 Determine the preventative action required according to the known effects on livestock, crops and work tasks 3.3 Implement actions to minimise loss and damage 3.4 Adjust livestock, horticultural or crop management program or schedule of work tasks according to weather and climatic changes
4. Monitor weather and climate	4.1 Access regular updates to determine ongoing suitability of current programs 4.2 Review the viability of livestock, horticultural or crop management practices to ensure suitability within meteorological conditions 4.3 Research forecasting techniques to maintain currency of information 4.4 Document relevant information

Foundation Skills

This unit of competency describes the skills and knowledge required to observe and contribute to positive environmental work practices.

The skills and knowledge described in this unit underpin a broad range of activities applicable to a variety of job roles throughout industries at various levels.

This unit applies to individuals who work under general supervision and exercise limited autonomy with some accountability for own work.

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No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

Range of Conditions

Unit Mapping Information

This unit is equivalent to AHCWRK201A Observe and report on weather

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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Assessment Requirements for AHCWRK201 Observe and report on weather

Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Performance Evidence

The candidate must be assessed on their ability to integrate and apply the performance requirements of this unit in a workplace setting. Performance must be demonstrated consistently over time and in a suitable range of contexts.

The candidate must provide evidence that they can:

- monitor physical signs of weather in the context of available information
- relate forecasts to impact on current operations and activities
- communicate information on weather and situations that may be impacted
- use industry standard terminology.

Knowledge Evidence

The candidate must demonstrate knowledge of:

- effects of wind and rain on wind chill
- effects of wind shear and wind chill exposure
- enterprise and industry policies for monitoring weather and climate conditions, and recording and reporting weather and climate conditions
- weather and climate conditions impact upon farming and grazing activities
- effects of wind chill on metabolism of animals
- effects of prolonged dry periods on pastures and animal production, and natural resources
- effects of extreme heat on animals, including during birthing, and effects of heat stress on neonates
- work health and safety requirements and practices, especially as they relate to weather and climate monitoring and preparations for hazardous weather
- sustainability practices in the context of own work.

Assessment Conditions

Assessors must satisfy current standards for RTOs

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Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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AHCWRK302 Monitor weather conditions

Modification History

Release	Comments
Release 2	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 3.0.
Release 1	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 1.0.

Application

This unit of competency describes the skills and knowledge required to monitor and interpret weather and climate conditions and assess the likely impact on work functions and activity.

The unit applies to individuals who work under broad direction and take responsibility for their own work. They use discretion and judgement in the selection, allocation and use of available resources and for solving problems.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Work (WRK)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Interpret weather and climate information	1.1 Monitor weather and climate information and warnings to determine likely conditions according to workplace procedures 1.2 Anticipate and assess potential variations in weather and climate conditions according to warnings, weather patterns and historical

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	experience 1.3 Identify the possible impacts of weather and climate on workplace activity 1.4 Identify and review options for appropriate preventative actions
2. Carry out preventative actions within the workplace	2.1 Disseminate information and advice according to workplace procedures 2.2 Plan preventative action according to the known effects on workplace activities 2.3 Implement actions to minimise adverse effects on workplace activities according to workplace procedures 2.4 Adjust and revise workplace activities and schedules according to weather conditions
3. Monitor weather and climate	3.1 Access regular weather updates to determine the ongoing suitability of current programs 3.2 Review the viability of management practices and scheduling of work tasks to ensure suitability within weather conditions 3.3 Maintain currency of forecasting skills according to workplace procedures and personal requirements 3.4 Record weather information according to workplace procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Analyses and consolidates weather reports, warning and data from a range of sources to interpret for actions
Writing	• Accurately documents weather warning for dissemination and records weather and climate data according to workplace procedures using appropriate language, grammar and terminology
Numeracy	• Performs mathematical calculations to interpret and compare weather data

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Skill	Description
Learning	• Plans and implements professional development to maintain weather interpretation and forecasting skills
Navigate the world of work	• Takes responsibility for following explicit and implicit policies, procedures
Interact with others	• Selects and uses appropriate conventions and protocols when disseminating weather warning to co-workers in a range of work contexts
Get the work done	• Takes responsibility for planning, sequencing and prioritising tasks and workload • Uses familiar digital technologies and systems to access weather information • Makes routine decisions and implements standard procedures for tasks

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
AHCWRK302 Monitor weather conditions Release 2	AHCWRK302 Monitor weather conditions Release 1	Minor changes to Performance Criteria for clarity Updated Performance Evidence and Knowledge Evidence	Equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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Assessment Requirements for AHCWRK302 Monitor weather conditions

Modification History

Release	Comments
Release 2	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 3.0.
Release 1	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 1.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit. There must be evidence that on at least one occasion the individual has demonstrated that they have monitored weather conditions, including:

- monitored and interpreted weather and climate information and considered the impact on work activities and current operations
- interpreted weather and climate conditions to determine preventative actions
- communicated warnings and concerns to others according to workplace procedures
- determined and implemented preventative actions to minimise impact of adverse weather conditions on workplace activities
- monitored ongoing changes to weather conditions and reviewed prevention actions
- reviewed personal currency of skills in weather forecasting and implemented a personal development plan
- recorded weather information according to workplace procedures.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- weather and climate conditions and its impact upon agriculture, horticulture and conservation activities, including:
  - humidity
  - temperature
  - sunlight light
  - delta T (ΔT)
  - frosts
  - inversions

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    - dew point
    - wind - force and direction
    - rainfall - precipitation rate and frequency
- effect of adverse weather conditions on agriculture, horticulture and conservation activities
- strategies to mitigate effects of adverse weather and climatic conditions on agriculture, horticulture and conservation activities
- methods of monitoring and interpreting weather and climatic conditions, including:
    - bureau of meteorology
    - local weather stations
    - weather meters
- enterprise and industry procedures for monitoring weather and climate conditions and recording and reporting
- strategies for maintaining personal development in weather monitoring and forecasting skills.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
    - skills must be demonstrated in an agriculture or horticulture or conservation environment or an environment that accurately represents workplace conditions
- resources, equipment and materials:
    - weather stations or weather meter relevant to workplace
    - computer or similar technologies to access weather data
- specifications:
    - workplace procedures, instructions or job specifications relevant to assessing the effects of weather conditions
    - weather reports, warnings and climate data relevant to workplace
- relationships:
    - team members for dissemination of weather warning information.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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AHCWRK304 Respond to rescue incidents

Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Application

This unit of competency describes the skills and knowledge required to respond to emergency and rescue incidents.

Work health and safety requirements should be followed at all times and form part of the planning and response activities.

This unit applies to individuals who work under broad direction and take responsibility for their own work. They use discretion and judgement in the selection and use of available resources.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

Pre-requisite Unit

Nil.

Unit Sector

Work (WRK)

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Prepare for response	1.1 Check equipment to ensure availability and serviceability

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Element	Performance criteria
	1.2 Obtain task and operational instructions 1.3 Confirm location details of incident 1.4 Select and use personal protective equipment 1.5 ntify local environment conditions
2. Respond to incident	2.1 Travel to incident location in a safe and efficient manner 2.2 Maintain communication with base station and other personnel at all times 2.3 Carry out on site search activities as necessary
3. Rescue is effected	3.1 Assess and monitor incident scene for hazards and appropriateness of planned procedures 3.2 Modify planned procedures where necessary in response to local circumstances 3.3 Provide support to other rescue services as appropriate 3.4 Obtain access to casualties safely 3.5 Operate equipment safely and appropriately 3.6 Communicate the progress of the rescue to appropriate people 3.7 Treat and monitor casualties and move to safety
4. Implement post incident responses	4.1 Recover, clean and service equipment 4.2 Complete documentation 4.3 Report incidents

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to AHCWRK304A Respond to rescue incidents.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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Assessment Requirements for AHCWRK304 Respond to rescue incidents

Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Performance Evidence

The candidate must be assessed on their ability to integrate and apply the performance requirements of this unit in a workplace setting. Performance must be demonstrated consistently over time and in a suitable range of contexts.

The candidate must provide evidence that they can:

- investigate the circumstances and logistics for the emergency
- carry out preparation and move to the rescue site
- assess the situation and establish communication with additional or specialist help
- carry out the required rescue or response to emergency
- implement post incident responses
- use industry standard terminology
- apply workplace health and safety in the context of own work.

Knowledge Evidence

The candidate must demonstrate knowledge of:

- local environmental conditions
- search and rescue methods
- operation and characteristics of rescue equipment, tools and vehicles
- environmental, public health and safety issues
- types of hazards and how they should be handled
- enterprise procedures, legislative and work health and safety requirements
- first aid, life preservation.

Assessment Conditions

Assessors must satisfy current standards for RTOs.

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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AHCWRK312 Operate in isolated and remote situations

Modification History

Release	Comments
Release 1	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 3.0.

Application

This unit of competency describes the skills and knowledge required to plan, prepare for and work safely in isolated and remote situations.

The unit applies to individuals who work under broad direction and take responsibility for their own work. They use discretion and judgement in the selection, allocation and use of available resources and for solving problems.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Work (WRK)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Plan for operating in remote environments	1.1 Collate and record information relating to the operating environment and location 1.2 Establish detailed operating plans for work, travel, emergencies, timeframes and contingencies with supervisor 1.3 Notify appropriate authorities of the action plans and time schedules according to workplace procedures

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.4 Identify and source relevant maps 1.5 Conduct a risk assessment for possible health, safety and environmental hazards for remote location
2. Prepare for operating in remote environments	2.1 Prepare personal needs for remote situation according to plan 2.2 Prepare transportation and equipment required for prescribed work according to workplace procedures 2.3 Obtain and review relevant maps prior to departure to orient and plan route 2.4 Record planned activities and itinerary prior to departure according to workplace procedures 2.5 Identify weather conditions and assess effect on travel and operating outcomes
3. Prepare for emergency situations	3.1 Ensure that provisioning complies with expected operational and emergency requirements 3.2 Monitor available provisions and resources to ensure appropriate usage according to operating plan 3.3 Identify personal gaps in remote area survival skills and arrange training prior to departure 3.4 Ensure emergency management operational plans are applied according to workplace policies
4. Operate in remote environment	4.1 Complete activities according to instructions within time schedules according to work instructions 4.2 Use appropriate skills to modify the living environment according to prevailing conditions 4.3 Carry out activities in remote situations according to prescribed plans and procedures 4.4 Use appropriate technologies to maintain communication according to workplace procedures 4.5 Handle emergency situations according to prescribed plans and procedures 4.6 Comply with workplace reporting procedures on return to base

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Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Reads and interprets symbols and features on maps to determine special awareness
Oral Communication	• Uses clear language and concepts, and tone and pace appropriate for discussions with supervisor when planning and reporting
Learning	• Demonstrates awareness of learning strengths and areas of need and applies a limited range of learning strategies to developing remote area survival skills
Navigate the world of work	• Understands roles and responsibilities for task and makes basic decisions on work completion parameters • Complies with explicit policies and procedures
Interact with others	• Selects and uses appropriate conventions and protocols when communicating with co-workers
Get the work done	• Plans and implements routine tasks and workload making limited decisions on sequencing, timing and collaboration, seeks assistance in setting priorities • Responds to predictable routine problems and implements standard solutions

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
AHCWRK312 Operate in isolated and remote situations	AHCWRK203 Operate in isolated and remote situations	Minor changes to Performance Criteria for clarity Code changed to reflect AQF alignment Updated Performance Evidence and Knowledge Evidence	Equivalent unit

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Links

Companion Volumes, including Implementation Guides, are available at VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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Assessment Requirements for AHCWRK312 Operate in isolated and remote situations

Modification History

Release	Comments
Release 1	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 3.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit. There must be evidence that on at least one occasion the individual has demonstrated that they have operated in an isolated and remote environment, including:

- planned and prepared for operating in remote environments in conjunction with supervisor
- conducted a risk assessment for health, safety and environmental hazards for remote location
- prepared and implemented procedures for emergency situations
- sourced and interpreted maps of the remote area
- conducted work activities safely in a remote environment
- implemented workplace communication procedures to notify location, activities and travel to appropriate personnel
- prepared and monitored provisions and resources for essential and emergency needs
- used bushcraft skills to modify the living environment and reduced risks
- maintained records according to workplace procedures.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- planning and preparations required for working in isolated environments
- map reading and navigation skills, including:
  - direction finding; GPS, compass, astronavigation
  - local topography
  - habitation
  - geographic indicator
- basic survival and bushcraft skills to maintain human needs in survival situations, including:
  - making a fire

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  - cooking
  - distress signalling
  - basic rope skills and useful knots
- personal protective clothing requirements for adverse weather conditions
- basic first aid procedures for common injuries
- emergency vehicle and mechanical equipment repair
- communication procedures and operation and maintenance of communications equipment, including:
  - field communications by two-way radio
  - satellite telephony
  - HF radio
- work health and safety in the context of work in isolated and remote situations
- environmental impacts of work in isolated and remote situations including weather patterns and indicators.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in an isolated environment or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - provisions and resources required for an isolated worksite
  - tools and equipment for work activities
  - personal protective equipment for use in isolated working environments
- specifications:
  - workplace documents including policies, procedures, processes, instructions and job specifications
  - manufacturers' operating instructions for specific communications and navigational equipment
- relationships:
  - supervisor.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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AHCWRK505 Manage trial and research material

Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Application

This unit of competency describes the skills and knowledge required to manage a trial and research material as part of a designated research project.

This unit applies to individuals who take personal responsibility and exercise autonomy in undertaking complex work. They demonstrate deep knowledge in a specific technical area and analyse, design and communicate solutions to sometimes complex problems.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

Pre-requisite Unit

Nil.

Unit Sector

Work (WRK)

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Identify scope and extent of work	1.1 Identify trial and research hypothesis and parameters as required by researchers 1.2 Plan the trial or research to meet research objectives 1.3 Assess the data relevant to managing trial or research materials according to research parameters

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Element	Performance criteria
	1.4 Assess data relevant to managing trial or research materials 1.5 Identify work health and safety, assess risks and develop controls and cost and document in the survey design 1.6 Identify and cost tools, equipment and machinery required for managing trial or research materials and confirm availability with suppliers, contractors and appropriate personnel 1.7 Determine research design according to the trial or research plan
2. Oversee management of trial/research materials	2.1 Prepare, maintain and monitor trial or research in line with project parameters 2.2 Conduct field work to verify and collect data as required by the trial or research design and research parameters 2.3 Monitor work activities for accuracy, validity and compliance to the parameters of the trial or research design 2.4 Undertake staged data collection as required by the trial or research design, scheduling and access requirements 2.5 Record monitoring and data
3. Prepare reports on work complete	3.1 Record collected data 3.2 Analyse data statistically to determine significance of research results 3.3 Accept or reject hypothesis based on data collected 3.4 Produce reports which conform to the structure and content required by the researcher

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to AHCWRK505A Manage trial and/or research material.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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Assessment Requirements for AHCWRK505 Manage trial and research material

Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Performance Evidence

The candidate must be assessed on their ability to integrate and apply the performance requirements of this unit in a workplace setting. Performance must be demonstrated consistently over time and in a suitable range of contexts.

The candidate must provide evidence that they can:

- define the purpose of the trial
- identify scope and extent of work
- collate data
- oversee management of trial and research materials
- comply with legislative and enterprise requirements
- draw conclusions and apply findings of trials and research
- use industry standard terminology.

Knowledge Evidence

The candidate must demonstrate knowledge of:

- scheduling and programming work within timelines
- ecological principles and terminology
- data collection and reporting
- research procedures and best practice techniques
- enterprise work team management guidelines
- data analysis techniques
- research planning and design
- research methodologies.

Assessment Conditions

Assessors must satisfy current standards for RTOs.

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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AHCWRK509 Provide specialist advice to clients

Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Application

This unit of competency describes the skills and knowledge required to maintain technical currency for specialist knowledge and provide specialist advice to clients.

This unit applies to individuals who take personal responsibility and exercise autonomy in undertaking complex work. They demonstrate deep knowledge in a specific technical area and analyse, design and communicate solutions to sometimes complex problems.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

Pre-requisite Unit

Nil.

Unit Sector

Work (WRK)

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Develop and maintain specialist knowledge	1.1 Use research skills regularly to build a comprehensive knowledge and understanding of specialist information from industry and other sources 1.2 Identify characteristics of industry practices, products and services and analyse using available documentation

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Element	Performance criteria
	1.3 Document information and maintain in a format consistent with enterprise requirements 1.4 Apply acquired knowledge to improve quality within personal work areas 1.5 Identify legislative, regulatory and industry requirements relating to own work
2. Consult with clients	2.1 Conduct consultation with clients in a professional and courteous manner at all times 2.2 Use appropriate interpersonal skills to facilitate accurate and relevant exchange of information 2.3 Use work practices that reflect sensitivity to client's requirements, specific needs and cultural, family and individual differences
3. Provide a response to client enquiries and need	3.1 Prepare information relevant to client's needs 3.2 Use research skills to find verifiable evidence in support of information and document in the appropriate format 3.3 Structure information to identify clear benefits to clients and the organisation 3.4 Document and present information in a professional format and style to the client for consideration and discussion 3.5 Evaluate client feedback by survey to improve future provision of technical information and professional services

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to AHCWRK509A Provide specialist advice to clients

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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Assessment Requirements for AHCWRK509 Provide specialist advice to clients

Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Performance Evidence

The candidate must be assessed on their ability to integrate and apply the performance requirements of this unit in a workplace setting. Performance must be demonstrated consistently over time and in a suitable range of contexts.

The candidate must provide evidence that they can:

- develop and maintain industry wide specialist knowledge
- provide a professional service to client enquiries and needs
- show discretion and judgement in stakeholder interaction
- implement professional practice in stakeholder consultation and report documentation
- use industry standard terminology.

Knowledge Evidence

The candidate must demonstrate knowledge of:

- products, treatments services of the industry
- environmental sustainability and land use issues relevant to the industry
- enterprise policy and procedures for customer service including handling customer complaints
- service standards and best practice models
- strategies for planning and monitoring activities
- consultation methods, techniques and protocols
- current enterprise, government and local council policy, legislation and regulations
- mechanisms to obtain and analyse customer feedback.

Assessment Conditions

Assessors must satisfy current standards for RTOs.

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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AURTGA001 Drive and manoeuvre trailers

Modification History

Release	Comment
Release 1	New unit of competency.

Application

This unit describes the performance outcomes required to drive and manoeuvre a trailer while it is attached to a driving vehicle. It involves inspecting the trailer before use, connecting the trailer to a vehicle, driving the trailer, and disconnecting the trailer from the vehicle.

It applies to those working in the automotive service and repair industry. The trailers may have non-pivoting axles or pivoting front axles.

No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.

Competency Field

Mechanical Miscellaneous

Unit Sector

Elements and Performance Criteria

Elements Elements describe the essential outcomes.	**Performance Criteria** Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold and italicised text is used, further information is detailed in the range of conditions section.
1. Carry out trailer safety inspection	1.1 ***Pre-operational inspections and checks*** of trailer are carried out according to manufacturer specifications and workplace procedures 1.2 Trailer load is inspected and secured according to manufacturer

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Elements Elements describe the essential outcomes.	**Performance Criteria** Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold and italicised text is used, further information is detailed in the range of conditions section.
	specifications and workplace procedures 1.3 Safe condition of towing vehicle is determined according to manufacturer specifications and workplace procedures
2. Connect trailer to vehicle	2.1 Trailer and vehicle are aligned and trailer is coupled to vehicle according to manufacturer specifications, workplace procedures and ***safety requirements*** 2.2 Ancillary devices are connected between vehicle and trailer according to manufacturer specifications and workplace procedures 2.3 Trailer and vehicle connections are tested according to manufacturer specifications and workplace procedures 2.4 Faults are identified and action is taken to report them according to workplace procedures
3. Drive and manoeuvre trailer	3.1 Brake lock-out devices are set according to manufacturer procedures 3.2 Trailer is safely manoeuvred by vehicle in forward and reverse directions and parked according to road safety regulations, and without causing damage to trailer, towing vehicle, other vehicles or surrounding environment
4. Disconnect trailer from vehicle	4.1 Parking devices of trailer and vehicle are applied as appropriate according to manufacturer procedures 4.2 Ancillary devices are disconnected and trailer is decoupled from vehicle according to manufacturer specifications, workplace procedures and safety requirements 4.3 Trailer or vehicle is placed in appropriate parking area according to road safety regulations

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance and are not explicit in the performance criteria.

Skills	**Description**
Learning skills to:	• locate appropriate sources of information efficiently.

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Skills	Description
Reading skills to:	• interpret state and territory regulations for towing trailers and road signs.
Writing skills to:	• legibly and accurately fill out workplace documentation when reporting inspection findings and trailer faults.
Oral communication skills to:	• report inspection findings and trailer faults to workplace supervisor and customers.
Numeracy skills to:	• use basic mathematical processes, including addition and subtraction, to calculate trailer load and perform simple measurements of trailer dimensions • interpret numerical information on trailers, such as aggregate trailer mass and gross trailer mass.

Range of Conditions

This section specifies work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included. Bold italicised wording, if used in the performance criteria, is detailed below.

Pre-operational inspections and checks must include:	• braking systems • suspension and axles • electrical systems • wheels and tyres.
Safety requirements must include:	• work health and safety (WHS) and occupational health and safety (OHS) requirements, including procedures for manually manoeuvring trailers.

Unit Mapping Information

Equivalent to AURTGA3001 Drive and manoeuvre trailers

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b4278d82-d487-4070-a8c4-78045ec695b1

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Assessment Requirements for AURTGA001 Drive and manoeuvre trailers

Modification History

Release	Comment
Release 1	New unit of competency.

Performance Evidence

Before competency can be determined, individuals must demonstrate they can perform the following according to the standards defined in this unit's elements, performance criteria, range of conditions and foundation skills:

- drive and manoeuvre two different trailers on a road with curves.

Knowledge Evidence

Individuals must be able to demonstrate knowledge of:

- work health and safety (WHS) and occupational health and safety (OHS) requirements relating to driving and manoeuvring trailers, including procedures for manually manoeuvring trailers
- key features of relevant state and territory regulations relating to trailers, including those relating to:
  - couplings
  - safe towing weights
  - towing speeds
  - braking
- application, purpose and operation of trailers, including:
  - pivot and non-pivot trailers
  - definition of aggregate trailer mass and gross trailer mass
- trailer coupling systems, including:
  - tow ball
  - lunette ring
  - weight distributing hitch
- inspection procedures for trailers, including:
  - coupling system

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  - electrical system
  - braking system
  - wheel assembly and bearings
  - suspension system
- loading procedures for trailers, including:
  - centre of mass location
  - tongue weight
  - methods for determining maximum towing capacity of vehicle
  - methods for determining load capacity of towbar
- driving and manoeuvring techniques, including:
  - effects of trailer on overall turning circle
  - effects of trailer on acceleration, steering and braking
  - methods of avoiding and controlling vehicle and trailer sway
  - methods of reversing a trailer.

Assessment Conditions

Assessors must satisfy NVR/AQTF assessor requirements.

Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting.

Assessment must include direct observation of tasks.

Where assessment of competency includes third-party evidence, individuals must provide evidence that links them to the trailers that they have driven and manoeuvred, e.g. trailer log book.

Assessors must verify performance evidence through questioning on skills and knowledge to ensure correct interpretation and application.

The following resources must be made available:

- road with curves suitable for trailer forward and reverse driving, manoeuvring and parking
- trailer specifications and relevant state and territory regulations for towing trailers
- two different trailers and towing vehicles with suitable trailer couplings.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b4278d82-d487-4070-a8c4-78045ec695b1

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BSBAUD501 Initiate a quality audit

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to initiate and organise a quality audit with an auditee. It covers assessing the scope and objectives of a quality audit; communicating with the auditee regarding the proposed quality audit; identifying resources required to conduct the audit; and developing and submitting a quality audit plan. The types of audits may include external or internal systems audits or process or product/service audits.

It applies to individuals with a well-established theoretical knowledge base in quality auditing who are proficient in using a wide range of specialised, quality auditing and managerial techniques to plan, carry out and evaluate a quality audit. Individuals also supervise and monitor the processes and outcomes of others working in a quality audit team.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Regulation, Licensing and Risk – Quality Auditing

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1 Assess quality audit scope and objectives	1.1 Determine and discuss audit objectives with the auditee, client and all other relevant parties 1.2 Determine and discuss scope of the quality audit with the auditee, client and all other relevant parties

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ELEMENT	PERFORMANCE CRITERIA
	1.3 Identify relevant standards that impact the environment in which the audit operates 1.4 Determine scope commensurate with identified risks
2 Communicate with auditee regarding proposed quality audit	2.1 Determine audit history, organisational structure and culture through consultation with the auditee 2.2 Negotiate and ensure agreement with auditee, the proposed audit methods and techniques to be applied 2.3 Outline audit processes to establish sequence of audit activities, and the roles of the auditors and auditees in the process
3 Identify resources required to conduct quality audit	3.1 Identify resources required to perform the quality audit efficiently and effectively 3.2 Select audit team members on the basis of relevant expertise 3.3 Confirm availability of resources required to conduct the audit with auditee 3.4 Assign roles and responsibilities to audit team members
4 Develop and submit quality audit plan	4.1 Develop quality audit plan according to established scope and objectives 4.2 Assign timing, schedules and responsibilities for implementation of the audit plan 4.3 Develop audit priorities and ensure agreement with auditees and audit team members 4.4 Document and submit audit plan to auditee
5 Prepare audit team	5.1 Inform audit team members of their responsibilities, audit objectives and scope 5.2 Communicate audit plan and schedules to all audit team members 5.3 Discuss and clarify audit methods and techniques with audit team members
6 Review auditee documentation	6.1 Review auditee’s previous audits to establish possible impact on the conduct of the current audit 6.2 Review and check relevant organisational documents for accuracy 6.3 Resolve arising problems with auditee and relevant parties
7 Identify and prepare checklists and audit	7.1 Develop checklists to reflect audit scope and objectives

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ELEMENT	PERFORMANCE CRITERIA
related documentation	7.2 Develop or obtain documentation required for the audit 7.3 Prepare agenda for entry meeting 7.4 Include value-adding activities in audit related documentation where required

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.3, 4.1, 6.1, 6.2, 7.1	• Interprets and analyses information from organisational documentation
Writing	4.1-4.4, 6.2, 7.1-7.4	• Develops a range of documents using structure, tone and vocabulary appropriate to audience, context and purpose • Records or amends information and conveys details in accordance with audit objectives
Oral Communication	1.1, 1.2, 2.1-2.3, 4.3, 5.1-5.3, 6.3	• Participates in spoken exchanges using structure and language to suit the audience • Uses questioning and listening techniques to clarify requirements
Numeracy	4.2	• Uses mathematical calculations for project scheduling
Navigate the world of work	1.3	• Monitors adherence to organisational policies and relevant standards and considers own role in terms of its contribution to broader goals of the work environment
Interact with others	1.1, 1.2, 2.1, 2.2, 3.4, 4.4, 5.1, 5.2	• Selects the appropriate form, channel and mode of communication for a specific purpose relevant to own role • Recognises the importance of building rapport and building effective working relationships • Collaborates with others to negotiate acceptable outcomes, playing an active role in facilitating effective group interaction
Get the work done	1.1, 1.2, 1.4, 2.1, 2.3, 3.1, 3.2, 4.1,	• Organises, plans and sequences own workload and schedules work activities of others • Uses analytical processes to decide on a course of

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	4.2, 4.3, 6.1, 6.3	action, establishing criteria for deciding between options and seeking advice from others before taking action when necessary • Addresses some unfamiliar problems of increasing complexity within own scope, recognising when to seek the expertise of others

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
BSBAUD501 Initiate a quality audit	BSBAUD501B Initiate a quality audit	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBAUD501 Initiate a quality audit

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- produce documented audit plans for auditees across a variety of contexts including:
  - the scope and objectives of the audit
  - proposed audit methods and techniques to be used
  - required resources and schedules
  - allocation of individual audit team member responsibilities for conducting the proposed audit.
- use terminology relating to quality auditing in written or oral communications.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- identify the relevant auditing codes of practice or ethics
- describe auditing methods and techniques
- outline the requirements of auditing regulations and standards
- identify current audit practices
- outline quality auditing principles, techniques and systems
- describe the requirements of house or other style manual protocols for written communications
- identify software applications relevant to quality auditing activities.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the regulation, licensing and risk – quality auditing field of work and include access to:

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- workplace documentation including previous quality audit reports, checklists, risk management plans and audit plans.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBCMM402 Implement effective communication strategies

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to select and use communication strategies required to respond to an enquiry.

It applies to individuals who analyse information and then either respond personally or refer the enquiry to others.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Communication – interpersonal communication

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1 Receive enquiry	1.1 Establish nature of enquiry 1.2 Ensure interactions with person making enquiry are in accordance with organisation's standards and procedures and meet the person’s needs and expectations 1.3 Clearly outline legal and other limits of own responsibility to person making the enquiry 1.4 Record person's details and issues
2 Identify and apply	2.1 Use communication strategies that reflect organisational

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ELEMENT	PERFORMANCE CRITERIA
appropriate communication techniques	standards and procedures 2.2 Use effective communication techniques during the enquiry 2.3 Ensure confidentiality of the enquiry is respected
3 Determine action to be taken	3.1 Identify personal limitations in taking action and seek appropriate assistance from designated individuals 3.2 Respond in an appropriate manner 3.3 Involve other parties in action if appropriate 3.4 Manage expectations of person making enquiry
4 Review outcomes of communication	4.1 Follow up with person making enquiry to ensure action was effected 4.2 Seek feedback about the communication strategies 4.3 Undertake appropriate record keeping and reporting

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1, 1.2, 2.1	• Interprets textual information from a range of sources to determine organisational standards and procedures
Writing	1.4, 2.1, 3.1, 3.2, 4.1, 4.3	• Accurately records information and completes documentation using required format, terminology and conventions • Prepares reports according to organisational requirements
Oral Communication	1.1, 1.2, 1.3, 2.1, 2.2, 3.1, 3.2, 3.3, 4.1, 4.2	• Uses listening and questioning techniques to gather information required to respond to queries • Presents information using words and non-verbal features appropriate to the audience and context
Navigate the world of work	1.2, 1.3, 2.1, 3.1	• Recognises and applies organisational policies and procedures and meets expectations associated with own work

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Interact with others	1.2, 2.1, 2.2, 3.1, 3.2, 3.3	• Uses appropriate communication practices showing awareness of the need to adjust personal communication style when handling enquiries of a sensitive nature
Get the work done	1.1, 1.4, 3.1, 3.3, 3.4, 4.1-4.3	• Plans a range of routine and non-routine tasks and implements actions in accordance with plan to meet desired outcomes • Uses problem solving skills to analyse enquiries and propose possible solutions, seeking input from others as required • Evaluates outcomes of decisions to identify opportunities for improvement

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
BSBCMM402 Implement effective communication strategies	BSBCMM402A Implement effective communication strategies	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBCMM402 Implement effective communication strategies

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- receive enquiries according to organisational and legislative requirements
- select and use appropriate communication strategies and techniques for the particular needs of the person making the enquiry
- convey options available to address the enquiry and determine action to be taken according to organisation's policies and procedures
- confirm that the enquiry has been adequately addressed with the person making the enquiry
- document details of the enquiry and action taken according to organisational and legislative requirements.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- identify organisation's standards and procedures which apply when responding to enquiries
- identify key legislative obligations and requirements which must be observed when responding to an enquiry.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced by individuals using interpersonal communication skills in the workplace and include access to:

- organisational policies and procedures relevant to customer service

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- relevant legislation or codes of practice
- office equipment and resources
- case studies and, where possible, real situations
- interaction with others.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBCMM411 Make presentations

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Application

This unit covers the skills and knowledge required to prepare, deliver and review presentations for target audiences.

This unit applies to individuals who may be expected to make presentations for a range of purposes, such as marketing, training and promotions. They contribute well developed communication skills in presenting a range of concepts and ideas.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Social Competence – Verbal Communication

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare presentation	1.1 Plan presentation approach and intended outcomes 1.2 Identify target audience, location and resources requirements 1.3 Select presentation strategies, format and delivery methods according to presentation requirements 1.4 Select techniques to evaluate presentation effectiveness
2. Deliver presentation	2.1 Summarise key concepts and ideas and present to target audience 2.2 Provide opportunity for audience to seek clarification on presentation information 2.3 Confirm target audience understand key concepts and ideas, and

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ELEMENT	PERFORMANCE CRITERIA
	that identified presentation objectives have been achieved
3. Review presentation	3.1 Evaluate effectiveness of the presentation 3.2 Seek and discuss feedback and any reactions to the presentation from participants and relevant stakeholders 3.3 Make changes to presentation based on feedback received

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

SKILL	DESCRIPTION
Reading	• Reviews and analyses documents to identify information relevant to a specific presentation
Writing	• Develops material to convey ideas and information to target audience in an engaging way
Oral Communication	• Presents information using words and non-verbal features appropriate to the audience and context • Uses listening and questioning techniques to gather information required to develop and modify presentations
Problem solving	• Interprets audience reactions and changes words and non-verbal features accordingly
Planning and organising	• Demonstrates sophisticated control over oral, visual and written formats, drawing on a range of communication practices to achieve goals
Initiative and enterprise	• Selects and uses appropriate conventions and protocols to encourage interaction and to present information • Recognises the need to alter personal communication style in response to the needs and expectations of others
Self-management	• Takes responsibility for planning, sequencing and prioritising tasks and own workload to achieve outcomes
Technology	• Uses the main features and functions of digital tools to complete work tasks

Unit Mapping Information

Supersedes and is equivalent to BSBCMM401 Make a presentation.

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Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBCMM411 Make presentations

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- prepare and deliver at least two different presentations.

In the course of the above, the candidate must:

- use aids and materials to support the presentation
- select and implement methods to review the effectiveness of presentation and document suggested improvements.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- information collection methods that support review and feedback of presentations
- organisational and legislative obligations and requirements relevant to presentations
- structure of presentations according to intended outcomes
- principles of effective communication including:
  - persuasive communication techniques
  - verbal and non-verbal communication
- presentation methods
- different aids, materials and techniques that can be used for presentations.

Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

- equipment, materials and business software packages for making a presentation.

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Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBCRT402 Collaborate in a creative process

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to collaborate in a creative process that is underpinned by a commitment to trust and ethics.

It applies to individuals who are involved in what is traditionally considered a creative endeavour but is also very important in broader business and community activities where creative team effort is highly valued.

No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.

Unit Sector

Creativity and Innovation – Creative Process

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1 Enter into a collaborative creative process	1.1 Adopt a personal philosophy of trustworthy and ethical behaviour 1.2 Maximise the possibilities of sustaining creative partnerships through trustworthy and ethical behaviour 1.3 Use professional discretion and judgement in dealing with others 1.4 Acknowledge and respect the different ways that different

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ELEMENT	PERFORMANCE CRITERIA
	people may contribute to the creative process 1.5 Acknowledge and work within the legal framework that applies to creative content as part of individual commitment to an ethical approach 1.6 Respect collaborative efforts by relinquishing individual ownership of ideas
2 Engage in a collaborative creative process	2.1 Maintain a belief in personal ideas, combined with a willingness to move on as ideas are discarded and others evolve 2.2 Be prepared to let go of own vanity and ego to allow new ideas to emerge 2.3 Use language and adopt a demeanour that demonstrates respect and trust for others 2.4 Listen to, value, respect and trust the contributions of others as material to work with rather than positions to argue against 2.5 Challenge, test and share ideas in a supportive way as part of the creative process 2.6 Move on from initial positions and preconceptions to accept and embrace new and unpredictable ideas as they emerge during the creative process 2.7 Play a role that encourages the movement and shift of ideas within the group towards a well-conceived solution
3 Reflect on own role in the collaborative creative process	3.1 Reflect on own level of participation, relationships with others and personal behaviour in the collaborative process 3.2 Identify ways to do better next time and follow up on any issues that need to be resolved 3.3 Identify and seek opportunities to refine and expand own skills and knowledge, including learning from failing

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Learning	3.2, 3.3	• Reflects on own performance and seeks opportunities

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		to improve own skills and knowledge
Writing	3.2, 3.3	• Notes comments, suggestions and ideas for own use
Oral Communication	2.3, 2.4, 2.5, 2.6, 2.7	• Presents ideas clearly using language and features suitable to diverse audiences • Uses listening and questioning techniques to elicit the views and opinions or others and to confirm understanding
Navigate the world of work	1.1, 1.5	• Understands own legal and ethical responsibilities with specific reference to personal responsibilities in a creative context
Interact with others	1.1, 1.2, 1.3, 1.4, 1.6, 2.1, 2.2, 2.3, 2.4, 2.5, 3.1-3.3	• Actively identifies the requirements of important communication exchanges, selecting appropriate channel, format, tone and content to suit purpose and audience • Reflects on personal values, behaviours and assumptions and considers how these might be perceived by others • Looks for ways of establishing connections and building genuine understanding with a diverse range of people • Responds to and uses diverse perspectives to enrich the creative process
Get the work done	2.1, 2.5, 2.6, 2.7, 3.2	• Reflects on processes and outcomes and identifies some key principles that may be relevant in future situations • Contributes to creating a climate where people feel comfortable to suggest, explore, adapt and adopt new ideas as a regular part of work life • Uses problem-solving skills to evaluate and challenge ideas and move towards solutions

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
BSBCRT402 Collaborate in a creative process	BSBCRT402A Collaborate in a creative process	Updated to meet Standards for Training Packages	Equivalent unit

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Links

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Assessment Requirements for BSBCRT402 Collaborate in a creative process

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- make a positive contribution to a collaborative creative process that generates, expands and develops ideas into a well-conceived solution
- reflect on and evaluate own role in the collaborative process
- identify and act on ways to enhance own ability to contribute effectively to a collaborative creative process.

Note: if a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- outline the legal framework that applies to the creative process
- describe the concepts of trust and ethical behaviour in the context of creative endeavour
- identify different roles people may play in a collaborative creative process and how these roles contribute to the overall effort
- describe how the potential for creativity can be maximised within a team
- explain barriers to creativity in a group environment.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the creativity and innovation – critical thinking field of work and include access to a team of people in a collaborative creative process.

Assessors must satisfy NVR/AQTF assessor requirements.

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BSBCUS501 Manage quality customer service

Modification History

Release	Comments
Release 2	This version released with BSB Business Services Training Package Version 2.0. Version created to clarify assessment conditions
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to develop strategies to manage organisational systems that ensure products and services are delivered and maintained to standards agreed by the organisation.

It applies to individuals who supervise the provision of quality customer service within an organisation's procedures framework by others. At this level, individuals must exercise considerable discretion and judgement, using a range of problem solving and decision making strategies.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Stakeholder Relations – Customer Service

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1 Plan to meet internal and external customer	1.1 Investigate, identify, assess, and include the needs of customers in planning processes

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ELEMENT	PERFORMANCE CRITERIA
requirements	1.2 Ensure plans achieve the quality, time and cost specifications agreed with customers
2 Ensure delivery of quality products and services	2.1 Deliver products and services to customer specifications within organisation's business plan 2.2 Monitor team performance to consistently meet the organisation's quality and delivery standards 2.3 Help colleagues overcome difficulties in meeting customer service standards
3 Monitor, adjust and review customer service	3.1 Develop and use strategies to monitor progress in achieving product and/or service targets and standards 3.2 Develop and use strategies to obtain customer feedback to improve the provision of products and services 3.3 Develop, procure and use resources effectively to provide quality products and services to customers 3.4 Make decisions to overcome problems and to adapt customer services, products and service delivery in consultation with appropriate individuals and groups 3.5 Manage records, reports and recommendations within the organisation's systems and processes

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1, 1.2, 2.1, 3.1, 3.2, 3.3, 3.5	• Interprets and analyses textual information from a variety of sources and applies the knowledge that has been gained to evaluate standards for organisation's products and services
Writing	1.2, 3.1, 3.2, 3.3, 3.5	• Produces a range of text types to convey information, requirements or recommendations matching style of writing to purpose and audience
Oral Communication	1.1, 1.2, 2.1, 2.3, 3.2	• Clearly articulates systems and standards in a team environment using language suitable to diverse audiences • Uses listening and questioning techniques to obtain

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		feedback and confirm understanding
Numeracy	1.2	• Interprets and comprehends mathematical information in organisation's business and customer service plans.
Navigate the world of work	2.1, 2.2, 3.1, 3.5	• Recognises and applies organisational protocols and meets expectations associated with own work
Interact with others	1.1, 2.3, 3.4	• Identifies and uses appropriate conventions and protocols when communicating with colleagues and customers • Collaborates with others, taking into account their strengths and experience, to achieve desired outcomes • Provides support in field of expertise to team
Get the work done	1.1, 1.2, 2.1, 2.2, 3.1-3.5	• Develops and implements plans using logical processes and monitors and evaluates progress against stated goals • Accepts responsibility for addressing complex or non-routine difficulties, applying problem solving processes in determining a solution. • Uses digital technology to access, organise and present information in a format that meets requirements

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
BSBCUS501 Manage quality customer service Release 2	BSBCUS501 Manage quality customer service Release 1	Updated to clarify assessment conditions	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBCUS501 Manage quality customer service

Modification History

Release	Comments
Release 2	This version released with BSB Business Services Training Package Version 2.0 Version created to clarify assessment conditions
Release 1	This version first released with Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- develop and manage organisational systems for quality customer service
- develop and review plans, policies and procedures for delivering and monitoring quality customer service
- implement policies and procedures to ensure quality customer service
- solve complex customer complaints and system problems that lead to poor customer service
- monitor and assist teams to meet customer service requirements
- develop, procure and use human and physical resources to support quality customer service delivery.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- outline the legislative and regulatory context of the organisation relevant to customer service
- describe organisational policy and procedures for customer service including handling customer complaints
- identify service standards and best practice models
- summarise public relations and product promotion
- outline techniques for dealing with customers including customers with specific needs

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- explain techniques for solving complaints including the principles and techniques involved in the management and organisation of:
  - customer behaviour
  - customer needs research
  - customer relations
  - ongoing product and/or service quality
  - problem identification and resolution
  - quality customer service delivery
  - record keeping and management methods
  - strategies for monitoring, managing and introducing ways to improve customer service relationships
  - strategies to obtain customer feedback.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the customer service field of work and include access to:

- legislation, regulations and codes of practice related to customer service
- business technology
- workplace documentation and resources
- complex customer complaints
- case studies and, where possible, real situations
- interaction with others.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBESB401 Research and develop business plans

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Application

This unit describes the skills and knowledge required to research and develop business plans for achieving business goals and objectives.

The unit applies to those establishing or operating a business providing self-employment, as well as those establishing a new venture as part of a larger organisation.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Business Competence – Entrepreneurship and Small Business

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare to develop business plan	1.1 Identify purpose and required components of business plan 1.2 Identify and document business goals, objectives and budget 1.3 Research market needs and estimate market size
2. Draft business plan	2.1 Establish resource, legal and compliance requirements according to identified business goals and objectives 2.2 Assess product mix, volumes and pricing opportunities relevant to the identified target market and according to business goals and objectives 2.3 Plan marketing activities relevant to the product mix and according to marketing objectives and strategies and budgetary requirements 2.4 Develop draft plan according to identified business goals,

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ELEMENT	PERFORMANCE CRITERIA
	objectives and market needs 2.5 Analyse draft plan and identify, assess and prioritise internal and external risks according to workplace procedures 2.6 Research specialist services and sources of advice and cost according to available resources
3. Create a business plan	3.1 Identify costs associated with production and delivery of business products and/or services 3.2 Calculate prices based on costs and profit targets, as a charge-out rate for labour or unit price for products and/or services 3.3 Prepare cash flow projections to enable business operation according to business plan and legal requirements 3.4 Select budget targets to enable ongoing monitoring of financial performance 3.5 Identify sources of finance for required liquidity according to business goals and objectives and workplace procedures
4. Finalise business planning and plan for risk	4.1 Develop risk management strategies according to business goals and objectives, and legal and compliance requirements, and established business activities 4.2 Assess likelihood of non-conformance with each component of business plan 4.3 Develop a contingency plan to address possible areas of non-conformance according to workplace procedures 4.4 Identify specific interests and objectives of key stakeholders and confirm their support of planning outcomes

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

Skill	Description
Reading	• Identifies, analyses and evaluates information during planning process
Writing	• Prepares written documentation that communicates plan information clearly and effectively
Numeracy	• Interprets numerical information to determine prospective markets, resource allocations and business profits/losses
Self-management	• Identifies implications of legal and compliance requirements related to own work

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Skill	Description
	• Makes a range of critical and non-critical decisions, taking a range of constraints into account
Planning and organising	• Uses a combination of formal, logical planning processes to identify relevant information and to evaluate alternative strategies or methods

Unit Mapping Information

Supersedes and is equivalent to BSBSMB404 Undertake small business planning.

Supersedes but is not equivalent to:

- BSBSMB415 Refine and strengthen a small business
- BSBSMB422 Plan small business growth.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBESB401 Research and develop business plans

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- develop at least one business plan that addresses the goals and objectives of a business or business venture.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- legal and compliance requirements relating to business operation to be included in plan, including:
  - environmental
  - work health and safety (WHS), including WHS responsibilities and procedures for identifying hazards relating to business profile
  - equal opportunity
  - industrial relations
- types of business planning, including:
  - feasibility studies
  - strategic, operational, financial and marketing planning
- factors affecting structure of business plan, including:
  - purpose of plan
  - target audience
  - desired outcomes
- key components of business plan, including:
  - sources and costs of finance to provide required liquidity and profitability for business
  - marketing strategies and methods to promote market exposure of business
  - methods or means of production or operation required for business

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    - staffing requirements to effectively produce or deliver products and services
    - contingency plan
- methodology for researching and preparing a business plan
- common business risks and risk management strategies
- workplace procedures for:
    - assessing and prioritising internal and external risks to business
    - establishing resource requirements aligned to business goals and objectives, including for calculating staffing requirements to produce or deliver products and/or services
    - developing a business contingency plan for unexpected events and situations
    - developing risk management strategies.

Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

- legislation, regulations, standards and codes relating to business described in performance evidence
- workplace documentation and resources relevant to performance evidence.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBESB407 Manage finances for new business ventures

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Application

This unit describes the skills and knowledge required to implement and review financial management strategies, including by using new and emerging digital technologies and interpreting financial reports and other numerical data.

The unit applies to those establishing a business providing self-employment, as well as those establishing a new venture as part of a larger organisation.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Business Competence – Entrepreneurship and Small Business

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Implement financial strategy	1.1 Identify financial information requirements and obtain specialist services, as required 1.2 Produce financial budgets or projections for each forward period, and distribute to required people according to legal requirements and workplace procedures 1.3 Develop a plan to negotiate and manage business capital to best enable implementation of the business plan 1.4 Develop and maintain strategies and enable adequate financial provision for taxation according to legal requirements 1.5 Develop, monitor and maintain client credit policies to maximise cash flow

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ELEMENT	PERFORMANCE CRITERIA
	1.6 Select key performance indicators (KPIs) to enable ongoing monitoring of financial performance in line with business plan 1.7 Record and communicate financial procedures to required personnel to facilitate implementation of business plan according to workplace procedures
2. Monitor financial performance	2.1 Use available systems to monitor and report on financial performance targets, and analyse data to establish extent to which financial goals have been met 2.2 Monitor marketing and operational strategies for their effects on financial goals 2.3 Calculate and evaluate financial ratios according to own business and/or industry benchmarks
3. Review financial performance	3.1 Assess financial strategy to determine whether variations or alternative plans are needed according to workplace procedures, and change as required 3.2 Research and implement, with relevant personnel, new and emerging digital technologies to boost business profitability according to business plan

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

Skill	Description
Reading	• Evaluates complex text to determine legislative, regulatory and workplace documentation
Writing	• Prepares written reports and workplace documentation that communicate complex information clearly and effectively
Oral communication	• Articulates clearly using specific and relevant language suitable to audience to convey requirements, and employs listening and questioning techniques to confirm understanding
Numeracy	• Interprets numerical information to calculate required financial information
Self-management	• Identifies implications of legal and regulatory responsibilities for own work • Selects appropriate form, channel and mode of communication for a specific purpose relevant to own role
Initiative and	• Uses formal and informal processes to monitor implementation of ideas and analyse outcomes

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Skill	Description
enterprise	
Planning and organising	• Develops plans to manage relatively complex, non-routine tasks that may contribute to longer-term operational and strategic goals

Unit Mapping Information

Supersedes and is equivalent to BSBSMB421 Manage small business finances.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBESB407 Manage finances for new business ventures

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- implement a financial strategy for at least one business or new business venture according to business plan and goals.

In the course of the above, the candidate must:

- adhere to legal requirements
- produce financial projections, including cash flow estimates
- develop a plan to negotiate and manage business assets and financial capital
- define strategies for debt collection and contingencies for debtors
- manage cash flow
- define key indicators for financial performance
- communicate with required people
- seek specialist services, where required
- monitor the financial performance of the business and make changes to strategy as required
- identify opportunities to implement new and emerging digital technologies to support the financial management of the business.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- legislative and regulatory financial requirements that apply to new business venture described in performance evidence
- key purposes of financial reports
- components of financial budgets or projections, including cash flow estimates
- workplace procedures for:
  - recording and communicating financial procedures to required personnel

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    - distributing financial budgets and projections
    - using digital technologies to monitor and report on financial performance targets and analyse data
    - assessing and changing financial plan
- forms, channels and modes of communication used in relation to managing business finances
- key features of business and industry benchmarking used to evaluate financial ratios
- key features of financial decision-making relevant to the business, including:
    - strategies that enable adequate financial provision for taxation
- components of client credit policies, including contingencies for debtors in default
- key features of significant financial indicators
- key features of balance sheet preparation and interpretation
- key features of debt collection procedures and strategies
- key features of profit and loss statement preparation and interpretation
- key features of stock records and stock control relevant to the business.

Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

- business equipment and resources, including business technology
- legislation, regulations, codes of practice and standards relating to business described in performance evidence
- workplace documentation and resources relevant to performance evidence.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBFIM501 Manage budgets and financial plans

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to undertake financial management within a work team in an organisation. It includes planning and implementing financial management approaches, supporting team members whose role involves aspects of financial operations, monitoring and controlling finances and reviewing and evaluating effectiveness of financial management processes.

It applies to managers in a wide range of organisations and sectors who have responsibility for ensuring that work team financial resources are used effectively and are managed in line with financial objectives of the team and organisation.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Finance - Financial Management

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1 Plan financial management approaches	1.1 Access budget/financial plans for the work team 1.2 Clarify budget/financial plans with relevant personnel within the organisation to ensure that documented outcomes are achievable, accurate and comprehensible 1.3 Negotiate any changes required to be made to budget/financial

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ELEMENT	PERFORMANCE CRITERIA
	plans with relevant personnel within the organisation 1.4 Prepare contingency plans in the event that initial plans need to be varied
2 Implement financial management approaches	2.1 Disseminate relevant details of the agreed budget/financial plans to team members 2.2 Provide support to ensure that team members can competently perform required roles associated with the management of finances 2.3 Determine and access resources and systems to manage financial management processes within the work team
3 Monitor and control finances	3.1 Implement processes to monitor actual expenditure and to control costs across the work team 3.2 Monitor expenditure and costs on an agreed cyclical basis to identify cost variations and expenditure overruns 3.3 Implement, monitor and modify contingency plans as required to maintain financial objectives 3.4 Report on budget and expenditure in accordance with organisational protocols
4 Review and evaluate financial management processes	4.1 Collect and collate for analysis, data and information on the effectiveness of financial management processes within the work team 4.2 Analyse data and information on the effectiveness of financial management processes within the work team and identify, document and recommend any improvements to existing processes 4.3 Implement and monitor agreed improvements in line with financial objectives of the work team and the organisation

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1, 1.2, 2.1, 2.3, 3.1-3.4, 4.2, 4.3	• Interprets and analyses information to determine activities required

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Writing	1.1, 1.4, 4.1-4.3	• Records information in correct forms and prepares materials which convey detailed and factual content in accordance with internal procedures
Oral Communication	1.2, 1.3, 2.1-2.3	• Presents information about financial issues and requirements to a range of audiences using structure and language to suit the audience • Uses active listening and questioning to clarify information and to confirm understanding
Numeracy	1.1-1.3, 2.1-2.3, 3.1-3.4, 4.1-4.3	• Uses a wide range of mathematical calculations to analyse numeric information in budgets or financial plans
Navigate the world of work	2.2, 3.3, 3.4, 4.3	• Recognises, understands and adheres to organisational requirements in undertaking own work
Interact with others	1.2, 1.3, 2.1, 2.2, 3.1, 2.3, 4.2, 4.3	• Uses a range of strategies to connect, collaborate and cooperate with other work colleagues in activities requiring collective effort and diverse skills and knowledge
Get the work done	1.1, 1.4, 2.3, 3.1-3.4, 4.1-4.3	• Uses logical processes in planning, implementing and evaluating complex tasks and developing alternative strategies in achieving goals and timelines • Uses a range of digital technologies to access, filter, compile, integrate and logically present complex information from multiple sources

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
BSBFIM501 Manage budgets and financial plans	BSBFIM501A Manage budgets and financial plans	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBFIM501 Manage budgets and financial plans

Modification History

Release	Comments
Release 1	This version first released with Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- use financial skills to work with and interpret budgets, ageing summaries, cash flow, petty cash, Goods and Services Tax (GST), and profit and loss statements
- communicate with relevant people to clarify budget/financial plans, negotiate changes and disseminate information
- prepare, implement and modify financial contingency plans
- monitor expenditure and control costs
- support and monitor team members
- report on budget and expenditure
- review and make recommendations for improvements to financial processes
- meet record keeping requirements for the Australian Taxation Office (ATO) and for auditing purposes.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- describe basic accounting principles
- identify and explain the relevant legislation and current requirements of the Australian Taxation Office, including the Goods and Services Tax (GST)
- explain the key requirements for financiall record keeping and auditing
- describe the principles and techniques involved in managing:
  - budgeting
  - cash flows
  - electronic spreadsheets

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- GST
- ledgers and financial statements
- profit and loss statements.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the financial management field of work and include access to:

- resources and documentation used in the workplace
- workplace policies and procedures
- workplace budgets and financial plans
- business technology
- case studies and, where available, real situations.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBFIM801 Manage financial resources

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to manage financial resources in a complex environment for a substantial business unit or organisation.

Leaders are typically required to forecast future financial resource needs, analyse current asset performance and capacity to a standard expected in a commercial environment, and to set business targets. There is a requirement to manage compliance mechanisms, to manage financial risk within agreed plans and mechanisms, and to monitor compliance with financial projections.

It applies to the management of financial resources relating to complex and diverse operations or projects and is an important aspect of work for managers or leaders.

It may relate equally to small-scale activities within a small to medium-sized organisation or a significant activity in a large organisation.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Finance – Financial Management

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*

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ELEMENT	PERFORMANCE CRITERIA
1 Forecast future financial resource needs	1.1 Establish and report on the capacity of existing financial systems 1.2 Forecast financial data and business system requirements 1.3 Analyse forecasted requirements 1.4 Prepare and plan budget forecasts according to organisational and statutory requirements 1.5 Prepare and present recommendations for budget expenditure or for modification of existing projections
2 Analyse current asset performance and capacity	2.1 Analyse the costs of, and returns from, assets and liabilities using standard accounting techniques to identify extent of debt and equity financing 2.2 Establish management responsibilities and legal requirements for reporting, in consultation with relevant organisational staff 2.3 Analyse and interpret financial reports and key information 2.4 Analyse and evaluate the effects of financial decisions on the ability of the organisation to meet planned outcomes
3 Set business targets and compliance mechanisms	3.1 Collect comparative and trend information and confirm needs for future budget and associated resources 3.2 Complete negotiations to secure resources in accordance with relevant short-term and long-term needs 3.3 Allocate resources against the budget to maximise organisation’s performance 3.4 Maintain accurate and up-to-date records of resource allocation and usage according to organisational and legislative requirements 3.5 Develop and review management systems which enable timely collection, management and processing of information 3.6 Complete and accurately report records of budget performance and expenditure according to organisational procedures and statutory requirements 3.7 Evaluate and improve budget audit mechanisms and compliance requirements as required
4 Manage financial risk	4.1 Identify and analyse financial risk factors 4.2 Document and manage financial risks according to organisational policies and procedures 4.3 Implement procedures to regularly review financial risk management activities

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ELEMENT	PERFORMANCE CRITERIA
5 Monitor compliance with financial projections	5.1 Identify deviations from budgets that generate an adverse effect on budget objectives 5.2 Promptly develop action plans to remedy significant deviations from budget objectives and projections 5.3 Monitor and review financial documentation against organisational objectives 5.4 Revise and renew budget priorities to meet operational contingencies and risk management 5.5 Manage costs to targets set in the budget

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1, 1.3, 1.4, 2.1, 2.3, 2.4, 3.1, 3.4-3.7, 4.1-4.3, 5.1-5.3	• Identifies, analyses and evaluates complex text from a variety of sources to determine business requirements
Writing	1.1, 1.2, 1.4, 1.5, 2.2, 3.1, 3.4-3.6, 4.2, 5.2-5.4	• Records data accurately using relevant format, style and language suited to context and audience • Prepares specific information which clearly conveys an understanding of outcomes and uses terminology appropriate to present to relevant personnel
Oral Communication	1.5, 2.2, 3.2	• Articulates information concisely using appropriate terminology, tone and style • Uses questioning and listening techniques to exchange and clarify information
Numeracy	1.1-1.5, 2.1, 2.3, 2.4, 3.1, 3.3, 3.4, 3.6, 3.7, 4.1, 5.1, 5.3, 5.5	• Collects, records, analyses and adjusts numerical data using appropriate methods
Navigate the world of work	1.4, 2.2, 3.4, 3.6, 5.3, 5.4	• Recognises, understands and applies applicable legislation, industry standards and organisational policies and procedures in the conduct of own work
Interact with others	1.5, 2.2, 3.2, 3.6	• Tailors communication to achieve its purpose, demonstrating an understanding of the needs, interests,

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		issues and priorities of each audience • Collaborates and negotiates with others to achieve joint outcomes, playing an active role in facilitating effective group interaction and influencing direction
Get the work done	1.1-1.4, 2.1, 2.4, 3.1, 3.3, 3.5, 3.7, 4.1, 4.3, 5.1, 5.3, 5.4	• Uses logical processes in planning, implementing and evaluating complex tasks to achieve stated goals • Identifies problems, establishes the causes and applies analytical processes to formulate a course of action and criteria in addressing issues • Takes responsibility for high impact decisions in complex situations involving many variables and constraints • Defines benefits, costs, risks and feasibility from a broad range of perspectives and may think laterally to redesign aspects to address potential issues

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
BSBFIM801 Manage financial resources	BSBFIM701A Manage financial resources	Updated to meet Standards for Training Packages Recoded to meet AQF Standards	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBFIM801 Manage financial resources

Modification History

Release	Comments
Release 1	This version first released with Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- prepare a comprehensive financial plan according to organisational and legislative requirements
- monitor and manage financial resources over a full planning-cycle including setting targets, managing risks and improving compliance mechanisms
- effectively communicate financial reports and operational execution
- revise forecast according to changes in budget deviations.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- explain the principles of accounting, financial statements and cash flow
- clarify best-practice communication processes and methods
- summarise compliance requirements, including relevant legislative responsibilities
- explain the cost of capital, capital structure and working capital
- identify finance and investment decisions
- describe the goal of financial resource management
- describe the principles of finance relevant to the organisation’s operations
- explain risk and return.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the financial management field of work and include access to:

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- office equipment and resources
- samples of workplace documentation, including contractual and procurement policies
- financial data and documentation
- case studies and, where possible, real situations.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBFLM312 Contribute to team effectiveness

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to contribute to the effectiveness of the work team. It involves planning with the team to meet expected outcomes, developing team cohesion, participating in and facilitating the work team, and communicating with the management of the organisation.

It applies to individuals who play a prominent part in motivating, mentoring, coaching and developing team cohesion through team leadership and forming the link between the management of the organisation and the team members. At this level, work will normally be carried out within known routines, methods and procedures, and may also involve complex or non-routine activities that require some discretion and judgement.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Management and Leadership – Frontline Management

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1 Contribute to team outcomes	1.1 Consult team members to identify team purpose, roles, responsibilities, goals, plans and objectives 1.2 Support team members to meet expected outcomes

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ELEMENT	PERFORMANCE CRITERIA
2 Support team cohesion	2.1 Encourage team members to participate in the planning, decision making and operational aspects of the work team to their level of responsibility 2.2 Encourage team members to take responsibility for their own work and to assist each other in undertaking required roles and responsibilities 2.3 Provide feedback to team members to encourage, value and reward team members' efforts and contributions 2.4 Identify and address issues, concerns and problems identified by team members, or refer to relevant persons as required
3 Participate in work team	3.1 Actively encourage and support team members to participate in team activities and communication processes and to take responsibility for their actions 3.2 Support the team to identify and resolve problems which impede its performance 3.3 Utilise own contribution to work team to serve as a role model for others and enhance the organisation's image within the work team, the organisation and with clients/customers
4 Communicate with management	4.1 Maintain open communication with line manager/management at all times 4.2 Communicate information from line manager/management to the team 4.3 Communicate unresolved issues to line manager/management and follow up to ensure action is taken in response to these matters

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Writing	2.3, 2.4, 4.2, 4.3	• Uses appropriate vocabulary, grammatical structures and conventions to communicate information, matching style to purpose and audience
Oral	1.1, 1.2, 2.1-2.4, 3.1,	• Presents ideas and seeks feedback from others using vocabulary and non-verbal features appropriate to the

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Communication	3.2, 4.1-4.3	audience • Participates in open discussions to elicit the views of others by asking questions and listening to responses
Navigate the world of work	1.1	• Ensures that team members are aware of their rights and responsibilities in the workplace, including workplace safety
Interact with others	1.1, 1.2, 2.1-2.4, 3.1, 3.2, 4.1-4.3	• Collaborates, supports and cooperates with others to achieve work outcomes, and encourages others to do the same • Selects the appropriate form, channel and mode of communication for a specific purpose relevant to own role • Recognises importance of own interpersonal skills in projecting a positive image to others in work context • Understands the need to modify own communication style to accommodate individual differences
Get the work done	1.1, 2.4, 4.1, 4.3	• Plans and implements tasks required to achieve required outcomes • Recognises and responds to problems related to role and seeks assistance when problems are beyond immediate responsibilities

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
BSBFLM312 Contribute to team effectiveness	BSBFLM312C Contribute to team effectiveness	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBFLM312 Contribute to team effectiveness

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- discuss and clarify goals and responsibilities with a team of people
- apply management and communication skills with a range of people that:
  - provides direction and leadership
  - assists individuals to achieve goals
  - motivates and builds team cohesion
  - fosters contribution of and respect for ideas
- apply techniques for resolving problems within organisational and legislative requirements
- communicate effectively with management including escalating problems outside own area of responsibility
- manage communication of information to, and between, the team.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- list organisational goals, objectives and plans that relate to the team
- identify legislation, regulations, standards or codes of practice that may impact team performance and outcomes
- describe the organisational structure with reference to the organisational chart
- describe options for addressing performance issues in the organisation
- explain the principles and techniques of:
  - group dynamics and processes
  - motivation

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  - negotiation
- explain why considering individual behaviour and differences is important to a manager.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the management field of work and include access to:

- relevant workplace documentation and resources
- relevant legislation
- case studies and, where possible, real situations
- interaction with others.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBINM201 Process and maintain workplace information

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to collect, process and store, and maintain workplace information and systems. It also includes the maintenance of filing and records systems.

It applies to individuals who perform a range of routine tasks in the workplace, using a limited range of practical skills and fundamental knowledge of information and information systems in a defined context, under direct supervision or with limited individual responsibility.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Knowledge Management – Information Management

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1 Collect information	1.1 Collect information in a timely manner and ensure it is relevant to organisational needs 1.2 Use business equipment/technology available in the work area to effectively obtain information 1.3 Apply organisational requirements relating to security and confidentiality in handling information

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ELEMENT	PERFORMANCE CRITERIA
2 Process workplace information	2.1 Use business equipment/technology to process information in accordance with organisational requirements 2.2 Process information in accordance with defined timeframes, guidelines and procedures 2.3 Update, modify and file information in accordance with organisational requirements 2.4 Collate and despatch information in accordance with specified timeframes and organisational requirements
3 Maintain information systems	3.1 Maintain information and filing systems in accordance with organisational requirements 3.2 Identify, remove and/or relocate inactive or dead files in accordance with organisational requirements 3.3 Establish and assemble new files in accordance with organisational requirements 3.4 Update reference and index systems in accordance with organisational requirements

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1-1.3, 2.1-2.4, 3.1-3.4	• Recognises and interprets textual information to complete tasks according to organisational requirements
Writing	1.3, 2.1-2.4, 3.4	• Records simple and routine content using an established format to organise information
Oral Communication	1.1, 1.2	• Uses listening and questioning skills to clarify and adhere to requirements
Numeracy	2.2, 2.4, 3.4	• Comprehends basic mathematical measurements relating to times and number sequences
Navigate the world of work	1.3, 2.1, 2.3, 2.4, 3.1-3.4	• Recognises organisational procedures and understands relevance of legislative requirements
Get the work	1.1-1.3, 2.1, 2.2, 2.4,	• Follows clearly defined instructions and monitors own

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done	3.1-3.3	progress to achieve timelines • Solves problems directly related to tasks, and makes low-impact decisions • Uses digital technologies following instructions regarding data entry and retrieval

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
BSBINM201 Process and maintain workplace information	BSBINM201A Process and maintain workplace information	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBINM201 Process and maintain workplace information

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- collect and process workplace information according to organisational policies and procedures and related regulatory requirements
- record and document information accurately within expected timeframes
- store, classify and maintain documents and records correctly.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- identify key provisions of relevant legislation, regulations, standards and codes of practice that may affect information management
- outline organisational policies and procedures relating to collecting and processing workplace information
- identify and describe organisational recordkeeping/filing systems and security procedures
- describe a range of filing systems including paper-based and software-based.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the knowledge management – information management field of work and include access to:

- office equipment and resources
- examples of workplace information systems.

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Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBINM501 Manage an information or knowledge management system

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to organise training for others for an information or knowledge management system and to manage the use of the system.

It applies to individuals who are responsible for seeing that key information and corporate knowledge are retained, accessible to others and improve business outcomes.

The unit applies to information or knowledge management systems which comprise policies, protocols, procedures and practices to manage information or knowledge within the organisation and among relevant stakeholders.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Knowledge Management – Information Management

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1 Organise learning to use information or knowledge management system	1.1 Identify learning needs of relevant personnel and stakeholders for input into and use of an information or knowledge management system 1.2 Identify and secure human, financial and physical resources

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ELEMENT	PERFORMANCE CRITERIA
	required for learning activities to use an information or knowledge management system 1.3 Organise and facilitate learning activities 1.4 Promote and support use of the system throughout the organisation 1.5 Monitor and document effectiveness of learning activities
2 Manage use of information or knowledge management system	2.1 Ensure implementation of policies and procedures for the information or knowledge management system are monitored for compliance, effectiveness and efficiency 2.2 Address implementation issues and problems as they arise 2.3 Monitor integration and alignment with data and information systems 2.4 Collect information on achievement of performance measures 2.5 Manage contingencies such as system failure or technical difficulties by accessing technical specialist help as required
3 Review use of information or knowledge management system	3.1 Analyse effectiveness of system and report on strengths and limitations of the system 3.2 Review business and operational plan and determine how effectively the system is contributing to intended outcomes 3.3 Make recommendations for improvement to system, policy or work practices

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1-1.5, 2.1-2.5, 3.1-3.3	• Researches and critically analyses documentation from a variety of sources to determine requirements
Writing	1.1-1.5, 2.1-2.4, 3.2, 3.3	• Prepares and produces documentation for a specific audience using clear and detailed language to convey explicit information, requirements and recommendations

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Oral Communication	1.1, 1.2, 1.3, 1.4, 2.2, 2.5, 3.3	• Presents information using structure and language to suit the audience • Uses active listening and questioning and reading of verbal and non-verbal signals to clarify information and to confirm understanding
Navigate the world of work	2.1, 3.3	• Takes full responsibility for following policies, procedures and legislative requirements and identifies organisational implications of new legislation or regulation • Modifies or develops organisational policies and procedures to comply with legislative requirements and organisation goals
Interact with others	1.1-1.4, 2.5, 3.3	• Implements strategies for a diverse range of colleagues and clients in order to build rapport and foster strong relationships • Collaborates with others sharing information to build strong work groups and avoid behaviours that are not conducive to a productive environment • Elicits feedback and provides feedback to others in order to improve self or workgroup behaviours
Get the work done	1.1-1.5, 2.1-2.5, 3.1, 3.2	• Accepts responsibility for planning and sequencing complex tasks and workload, negotiating key aspects with others and taking into account capabilities, efficiencies and effectiveness • Monitors progress of plans and schedules and reviews and changes them to meet new demands and priorities • Applies systematic and analytical processes to address problems and make decisions in complex situations • Investigates new and innovative ideas as a means to continuously improve, work practices and processes • Uses and investigates new digital technologies and applications to manage and manipulate data and communicate effectively with others

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
BSBINM501 Manage an information or knowledge	BSBINM501A Manage an information or knowledge	Updated to meet Standards for Training Packages	Equivalent unit

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Code and title current version	Code and title previous version	Comments	Equivalence status
management system	management system		

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBINM501 Manage an information or knowledge management system

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- identify learning needs and plan and implement learning activities to enable personnel to use information or knowledge management system including
  - providing human, financial and physical resources as required
  - use of coaching, mentoring, information sessions, workshops, training programs and e-learning as appropriate
- monitor performance and address issues and contingencies as they arise including
  - accessing technical specialists as required
  - correct application of policies and procedures for the information or knowledge management system
  - alignment and effectiveness of the policies and procedures
  - effectiveness of information or knowledge management system for intended outcomes
- recommend improvements to systems, policies and practices as appropriate.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- outline relevant legislation, codes of practice and national standards relevant to privacy, freedom of information and knowledge management
- explain organisational policies and procedures including:
  - records management
  - information management
  - customer service
  - commercial confidentiality

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- describe the organisational operations and existing data and information systems.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the knowledge management – information management field of work and include access to:

- relevant legislation, regulation, standards and codes
- relevant workplace systems, documentation and resources
- case studies and, where possible, real situations
- interaction with others.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBINN501 Establish systems that support innovation

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to conceptualise and establish new systems that support and encourage innovation in the workplace.

It applies to individuals including managers, senior operational personnel and/or internal/external specialists who are responsible for the development of new systems in small and large organisations in any community or industry context.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Creativity and Innovation – Innovation

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1 Research context for new system development	1.1 Explore and analyse the impact of systems in the overall context of innovation 1.2 Explore and gain clarity around system objectives, particularly in relation to innovation 1.3 Analyse current organisational systems to identify gaps or barriers to innovation 1.4 Research and analyse current and emerging information about

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ELEMENT	PERFORMANCE CRITERIA
	systems in other organisations and contexts 1.5 Evaluate the resources and other commitment required to foster innovation 1.6 Identify key stakeholders who can play a role in conceptualising or supporting new system ideas
2 Generate system concepts and options	2.1 Create system concepts that will foster innovation using individual and group techniques 2.2 Evaluate and discuss a range of ideas with relevant stakeholders 2.3 Clearly articulate the ways in which innovation is better supported by system ideas and options 2.4 Clearly articulate how the system itself is innovative 2.5 Expose ideas and options to ongoing testing, exploration and challenge 2.6 Select and refine system ideas that meet the workplace requirements and which are both feasible and innovative
3 Develop a plan for the system	3.1 Determine the need for specialised assistance and integrate into system planning 3.2 Analyse the potential impact of the new system on people, resources and other organisational practices 3.3 Consult with all stakeholders who will be involved with, or affected by, the new system 3.4 Develop an operational plan for the system, with budget, timelines and responsibilities 3.5 Develop a communication strategy to support the introduction of the new system 3.6 Evaluate the coaching and training needs of those who will use the system and plan a learning and development strategy
4 Trial the system	4.1 Present and consult on system proposals with relevant stakeholders 4.2 Analyse and integrate feedback into the system development process 4.3 Determine appropriate context and parameters for the trial process 4.4 Initiate the trial, taking account of all required consultative, coaching and technical issues 4.5 Monitor and review the trial in relation to its goals for fostering

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ELEMENT	PERFORMANCE CRITERIA
	innovation 4.6 Open the improvement process to ongoing collaborative input and challenge 4.7 Adjust system to reflect evaluation feedback

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1, 1.2, 1.3, 1.4	• Researches, analyses and evaluates textual information, from a wide range of sources, to identify information relevant to systems that support innovation
Writing	2.3, 2.4, 2.5, 3.3, 3.4, 3.5, 3.6, 4.1, 4.2	• Develops complex plans and strategies using language and format appropriate to the audience and purpose
Oral Communication	2.1, 2.2, 2.3, 2.4, 3.3, 4.1, 4.6	• Presents ideas and concepts to a range of audiences varying vocabulary and non-verbal features to suit the audience • Uses active listening and questioning to discuss and clarify information and to confirm understanding
Numeracy	3.4	• Interprets, analyses and presents numeric or financial information in complex documents
Navigate the world of work	1.1-1.4	• Takes responsibility for researching and evaluating systems to achieve organisational outcomes in innovation according to role requirements
Interact with others	2.1, 2.2, 2.5, 4.1, 4.4, 4.6	• Identifies and uses appropriate conventions and protocols when communicating with stakeholders from diverse backgrounds • Uses inclusive and collaborative techniques to negotiate, influence and elicit the views and opinions of a wide range of stakeholders
Get the work done	1.1-1.6, 2.1, 2.6, 3.1, 3.2, 3.4-3.6, 4.2-4.7	• Accepts responsibility for planning and implementing systems and strategies to achieve organisational goals, negotiating key aspects with others • Develops new and innovative ideas through exploration, analysis and critical thinking

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		• Uses digital tools or systems to access, organise, integrate and share information

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
BSBINN501 Establish systems that support innovation	BSBINN501A Establish systems that support innovation	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBINN501 Establish systems that support innovation

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of ability to:

- design a new system for the organisation that clearly support s innovation, is innovative and is based on:
  - analysis of the organisation's objectives, current systems, resources and barriers in relation to innovation
  - individual and group techniques with stakeholders to generate, test and evaluate several concepts and options for the new system
- consult with and analyse and integrate feedback from relevant stakeholders to develop a plan for the new system that addresses:
  - the need for external assistance
  - the impact of the new system on people, resources and other organisational practices
  - budget, timelines, responsibilities
  - a communication strategy
  - a learning and development strategy
- trial the new system including taking account of all consultative, coaching and technical issues and review it in relation to its goals for fostering innovation
- open the improvement process to ongoing collaborative input and challenge
- adjust system to reflect evaluation feedback.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- explain how the new system supports innovation in the organisation

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- explain the concepts and theories of change management including ways of introducing change in different organisational contexts and change management communication strategies
- explain the concepts and theories of innovation and how these link to innovation in practice
- explain techniques for generating, testing and evaluating concepts and options for new systems
- analyse the technical context in which the system is being developed
- outline the typical ways in which systems may present barriers to innovation.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the creativity and innovation and include access to:

- workplace documents and
- case studies and, where possible, real situations
- office equipment and resources
- interaction with others
- current industry technology used in the development of systems.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBINN502 Build and sustain an innovative work environment

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to create an environment that enables and supports the application of innovative practice focusing on a holistic approach to the integration of innovation across all areas of work practice.

It applies to individuals working in leadership or management roles in any industry or community context. The individual could be employed by the organisation, but may also be an external contractor, the leader of a cross organisation team or of a self-formed team of individuals. The work group could be permanent or temporary in nature.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Creativity and Innovation – Innovation

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1 Lead innovation by example	1.1 Make innovation an integral part of leadership and management activities 1.2 Demonstrate positive reception of ideas from others and provide constructive advice 1.3 Establish and maintain relationships based on mutual respect and trust

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ELEMENT	PERFORMANCE CRITERIA
	1.4 Take considered risks to open up opportunities for innovation 1.5 Regularly evaluate own approaches for consistency with the wider organisational or project context
2 Establish work practices that support innovation	2.1 Consult on and establish working conditions that reflect and encourage innovative practice 2.2 Introduce and maintain workplace procedures that foster innovation and allow for rigorous evaluation of innovative ideas 2.3 Facilitate and participate in collaborative work arrangements to foster innovation 2.4 Build and lead teams to work in ways that maximise opportunities for innovation
3 Promote innovation	3.1 Acknowledge suggestions, improvements and innovations from all colleagues 3.2 Find appropriate ways of celebrating and promoting innovation 3.3 Promote and reinforce the value of innovation according to the vision and objectives of the organisation or project 3.4 Promote and support the evaluation of innovative ideas within the wider organisational or project context
4 Create a physical environment which supports innovation	4.1 Evaluate the impact of the physical environment in relation to innovation 4.2 Collaborate with colleagues about ideas for enhancing the physical work environment before taking action 4.3 Consider potential for supporting innovation when selecting physical resources and equipment 4.4 Design, fit-out and decorate workspaces to encourage creative mindsets, collaborative working and the development of positive workplace relationships
5 Provide learning opportunities	5.1 Pro-actively share relevant information, knowledge and skills with colleagues 5.2 Provide or encourage formal and informal learning opportunities to help develop the skills needed for innovation 5.3 Create opportunities in which individuals can learn from the experience of others

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Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.5, 2.2, 4.1, 5.1	• Interprets and evaluates information that may deal with complex ideas related to issues both within and outside a given workplace context
Writing	3.3, 3.4, 5.1	• Develops information for others using language to suit the context and audience
Oral Communication	1.2, 2.1, 2.3, 3.1, 3.3, 3.4, 5.1	• Presents ideas and concepts to a range of audiences using structure and language to suit the audience • Uses active listening and questioning to discuss and clarify information and to confirm understanding
Navigate the world of work	1.1, 1.5, 2.1, 2.2, 3.3, 5.1, 5.2	• Takes responsibility for implementing practices and procedures to achieve organisational objectives in innovation according to role requirements • Stays up to date with professional development options to provide relevant information to staff
Interact with others	1.2, 1.3, 2.3, 2.4, 3.1-3.4, 4.2, 5.1, 5.3	• Uses appropriate communication techniques to build rapport and foster strong relationships with co-workers in a range of work contexts • Uses inclusive and collaborative techniques to share, promote and convey complex information about new ideas and systems within the workplace
Get the work done	1.1, 1.4, 1.5, 2.1, 3.2, 3.3, 4.1, 4.3, 4.4, 5.2, 5.3	• Accepts responsibility for planning and implementing tasks and practices to achieve organisational goals, negotiating key aspects with others and taking into account current capabilities and needs • Develops new and innovative ideas through exploration, evaluation, analysis and critical thinking • Facilitates a climate where people feel comfortable suggesting and discussing improvements or new ideas • Uses problem solving processes to identify, assess and respond to challenges and risks around innovation

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status

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Code and title current version	Code and title previous version	Comments	Equivalence status
BSBINN502 Build and sustain an innovative work environment	BSBINN502A Build and sustain an innovative work environment	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBINN502 Build and sustain an innovative work environment

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to maximise opportunities for innovation by:

- establishing procedures and practices that foster innovation including:
  - collaborative work arrangements
  - building team capacity to contribute to innovation
  - providing formal and informal learning opportunities
  - evaluating ideas
  - celebration and promotion of innovation
  - consultation
  - respectful communications and sharing of ideas and feedback
- reinforcing the value of innovation to the vision and objectives of the organisation,
- model ling behaviour including being receptive to ideas, giving constructive advice, evaluating own work, establishing and maintaining relationships based on mutual respect and trust, taking considered risks that provide opportunities for innovation
- evaluating how the physical environment can be enhanced to support innovation and collaboration and collaborating on ideas to make improvements including in the selection of physical resources and equipment, and the design, fit-out and decoration of the workspaces
- making changes to a workspace that will encourage innovation in at least one of
  - design
  - fit-out
  - decoration.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

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Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- explain the concepts and theories of innovation and how these link to innovation in practice
- explain the context for innovation in the workplace including core business values, overall objectives, broader environmental context and the need to ensure the value and benefit of innovative ideas and projects
- discuss the factors and tools that can motivate individuals to use creative thinking and apply innovative work practices
- research the legislative framework that impacts on operations in the relevant workplace context
- explain how different approaches to management and leadership can support or hinder innovation
- discuss typical challenges and barriers to innovation within teams and organisations and ways of overcoming these including rewarding and celebrating innovation, coaching and learning, modelling behaviour and managing the physical environment.
-

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the creativity and innovation and include access to:

- workplace documents
- case studies and, where possible, real situations
- office equipment and resources
- interaction with others.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBINN601 Lead and manage organisational change

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes skills and knowledge required to determine strategic change requirements and opportunities; and to develop, implement and evaluate change management strategies.

It applies to managers with responsibilities that extend across the organisation or across significant parts of a large organisation. They may have a dedicated role in human resources management, human resources development, or work in a strategic policy or planning area.

The unit takes a structured approach to change management and applies to people with considerable work experience and organisational knowledge.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Creativity and innovation – innovation

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1 Identify change requirements and opportunities	1.1 Identify strategic change needs through an analysis of organisational objectives 1.2 Review existing policies and practices against strategic objectives to identify where changes are required

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ELEMENT	PERFORMANCE CRITERIA
	1.3 Monitor the external environment to identify events or trends that impact on the achievement of organisational objectives 1.4 Identify major operational change requirements due to performance gaps, business opportunities or threats, or management decisions 1.5 Review and prioritise change requirements or opportunities with relevant managers 1.6 Consult stakeholders, specialists and experts to assist in the identification of major change requirements and opportunities
2 Develop change management strategy	2.1 Undertake cost-benefit analysis for high priority change requirements and opportunities 2.2 Undertake risk analysis and apply problem solving and innovation skills to identify barriers to change and agree and record mitigation strategies 2.3 Develop change management project plan 2.4 Obtain approvals from relevant authorities to confirm the change management process 2.5 Assign resources to the project and agree reporting protocols with relevant managers
3 Implement change management strategy	3.1 Develop communication or education plan, in consultation with relevant groups and individuals, to promote the benefits of the change to the organisation and to minimise loss 3.2 Arrange and manage activities to deliver the communication or education plans to relevant groups and individuals 3.3 Consult with relevant groups and individuals for input into the change process 3.4 Identify and respond to barriers to the change according to risk management plans 3.5 Action interventions and activities set out in project plan according to project timetable 3.6 Activate strategies for embedding the change 3.7 Conduct regular evaluation and review and modify project plan where appropriate to achieve change program objectives

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Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1, 1.2, 2.1, 2.2	• Interprets detailed information that may deal with complex ideas related to issues both within and outside the workplace context
Writing	2.1, 2.2, 2.3, 2.4, 3.1	• Uses clear and precise language to develop information about objectives, requirements, activities and recommendations • Develops complex plans and strategies in appropriate format for the audience and purpose
Oral Communication	1.6, 2.2, 2.4, 2.5, 3.3	• Discusses and seeks information using appropriate structure and language for the particular audience • Uses questioning and active listening to clarify or confirm understanding
Numeracy	2.1, 2.3, 2.3	• Interprets, analyses and presents numeric/financial information in complex documents
Navigate the world of work	1.1-1.6, 2.4, 2.5, 3.1, 3.2	• Takes a lead role in the development of organisational strategic goals and associated roles and responsibilities
Interact with others	1.5, 1.6, 2.4, 2.5, 3.1-3.3	• Uses a variety of communication tools and strategies to build and maintain effective working relationships • Uses inclusive and collaborative techniques to seek feedback, negotiate and consult with a range of stakeholders
Get the work done	1.1-1.5, 2.1-2.5, 3.1, 3.2, 3.4-3.7	• Plans, organises and implements activities required to achieve strategic priorities and outcomes, including consulting with others and sequencing events to minimise uncertainty for staff • Uses problem-solving skills to identify and analyse issues or barriers, and develop responses • Develops new and innovative ideas through exploration and lateral thinking

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status

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Code and title current version	Code and title previous version	Comments	Equivalence status
BSBINN601 Lead and manage organisational change	BSBINN601B Manage organisational change	Updated to meet Standards for Training Packages Edits to clarify intent of Performance Criteria Title change	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBINN601 Lead and manage organisational change

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- analyse and interpret information about the organisation's internal and external environment and consult with stakeholders to identify requirements and opportunities for changes that support organisational objectives
- prioritise opportunities for changes with input from managers
- develop a change management project plan for the priority changes incorporating resource requirements, risk management and timelines
- develop strategies to communicate or educate the changes and embed them
- obtain approvals and agree reporting protocols with relevant managers and implement the plan including addressing barriers to change
- review and evaluate the change management project plan and modify as needed to achieve objectives.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- explain the change management process or cycle and strategies for communicating and embedding change
- explain how organisational behaviour and the external environment can impact on change strategies
- describe the components of a change management project plan
- list potential barriers to change and explain possible strategies to address barriers.

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Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the creativity and innovation and include access to:

- workplace documentation and resources
- office equipment, materials and software packages
- case studies or, where available, real situations
- interaction with others.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBINS201 Process and maintain workplace information

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Application

This unit describes the skills and knowledge required to receive, process, and store workplace information and maintain information systems. It also includes the maintenance of records management systems.

The unit applies to individuals who perform a variety of routine tasks in the workplace, using a limited range of practical skills and fundamental knowledge of information and information systems in a defined context, under direct supervision or with limited individual responsibility.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Technical Skills – Information Services

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Collect information	1.1 Confirm task requirements 1.2 Collect physical and digital information items 1.3 Allocate time and date of receipt to relevant information items 1.4 Apply organisational policies and procedures relating to security and confidentiality in handling information
2. Process workplace information	2.1 Enter metadata applying to information items into relevant system according to organisational policies and procedures 2.2 Collate and distribute information according to task requirements

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ELEMENT	PERFORMANCE CRITERIA
3. Manage information systems	3.1 Maintain information and relevant classification system according to organisational policies and procedures 3.2 Identify and dispose of inactive unpublished information items or deaccession published information items according to organisational policies and procedures 3.3 Create new files of unpublished information materials according to organisational policies and procedures 3.4 Update registration, accessioning, classification and index systems according to organisational policies and procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

Skill	Description
Reading	• Recognises and interprets textual information to complete tasks according to organisational policies and procedures
Writing	• Records simple and routine content using an established format to organise information
Oral Communication	• Uses listening and questioning skills to clarify and adhere to requirements
Numeracy	• Comprehends basic mathematical measurements relating to times and number sequences
Self-management	• Follows clearly defined instructions and monitors own progress to achieve timelines
Technology	• Uses digital technologies regarding data entry and retrieval

Unit Mapping Information

Supersedes and is equivalent to BSBINM201 Process and maintain workplace information.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBINS201 Process and maintain workplace information

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- receive and process three pieces of workplace information according to organisational policies and procedures.

In the course of the above, the candidate must:

- record and document information accurately
- store, classify and maintain information materials.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- organisational policies and procedures relating to collecting and processing workplace information
- key aspects of organisational information items management systems and security and confidentiality procedures.

Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

- examples of workplace information systems.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

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Links

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BSBINS302 Organise workplace information

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Application

This unit describes the skills and knowledge required to receive, collect, organise and apply workplace information in the context of an organisation's work processes, record managing and knowledge management systems.

The unit applies to those who perform a defined range of skilled operations in various work contexts. They may exercise discretion and judgement using appropriate knowledge of information management to provide technical advice and support to a team.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Technical Skills – Information Services

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Receive, acquire and assess information	1.1 Confirm that proposed methods of receiving and acquiring information meet organisational policies and procedures 1.2 Receive and acquire information according to organisational policies and procedures 1.3 Confirm information is clear, accurate, current and relevant to intended tasks 1.4 Access additional required information from relevant stakeholders

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ELEMENT	PERFORMANCE CRITERIA
2. Organise information	2.1 Organise information in a format suitable for analysis, interpretation and distribution according to organisational policies and procedures 2.2 Store information using relevant systems and technology according to organisational policies and procedures 2.3 Distribute information to relevant stakeholders 2.4 Identify issues accessing, organising and storing information and solve collaboratively with relevant stakeholders
3. Review information needs	3.1 Seek feedback on clarity, accuracy, relevancy and sufficiency of information 3.2 Review feedback and suggest updates to receipt and acquisition processes, where required 3.3 Identify and document future information needs and suggest modifications to collection and organisation processes

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

Skill	Description
Reading	• Recognises and assesses textual information to complete tasks according to requirements
Writing	• Completes workplace records, forms and documentation accurately using correct format, accurate spelling and grammar and terminology specific to requirements
Oral Communication	• Collects information by listening and questioning • Participates in a verbal exchange using clear language to contribute information and convey issues
Self-management	• Understands rights and responsibilities and complies with explicit policies and procedures and legal and regulatory requirements
Teamwork	• Complies with work instructions and contributes to work group discussions using accepted conventions
Planning and organising	• Plans and implements routine tasks and workload making decisions about sequencing and timing
Technology	• Uses digital technology to access and record information and to communicate with others

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Skill	Description
Problem solving	• Makes low impact decisions within familiar situations, based on a range of predefined or routine solutions, and evaluates the effectiveness of the outcome

Unit Mapping Information

Supersedes and is equivalent to BSBINM301 Organise workplace information.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBINS302 Organise workplace information

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- gather, assess, organise and distribute three pieces of workplace information.

In the course of the above, the candidate must:

- provide information according to organisational policies and procedures
- use business technology to coordinate information
- communicate with relevant stakeholders to obtain and check workplace information
- monitor, review and modify information organisation processes.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- methods for checking information is clear, accurate, current and relevant for purpose
- organisational policies and procedures relating to workplace information
- features and functions of technology required to store and organise information.

Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

- organisational policies and procedures relevant to workplace information
- examples of information documents found in the workplace.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

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BSBINS401 Analyse and present research information

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Application

This unit describes the skills and knowledge required to collect, organise, analyse and present information using available systems and sources. This includes identifying research requirements and sources of information, evaluating the quality and reliability of the information, and preparing and producing reports.

The unit applies to those who are required to analyse and apply their knowledge of the organisation to research tasks, evaluate information from a variety of sources and apply solutions to a range of predictable and unpredictable problems.

No licensing, legislation or certification requirements apply to this unit at the time of publication.

Unit Sector

Technical Skills – Information Services

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify and confirm research strategy	1.1 Identify research objectives according to organisational requirements 1.2 Identify potential sources for research information relevant to organisation requirements 1.3 Assess reliability of potential sources 1.4 Identify and confirm information research strategy is relevant to the research objectives
2. Collect and store research information	2.1 Access and extract relevant information in a format suitable for analysis and distribution according to research strategy

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ELEMENT	PERFORMANCE CRITERIA
	2.2 Store research information according to security requirements and organisational policies and procedures
3. Analyse and synthesise research information	3.1 Analyse stored information according to research strategy 3.2 Identify themes and draw conclusions according to research strategy 3.3 Demonstrate that assumptions and conclusions used in analysis are clear, justified, supported by evidence and consistent with research strategy
4. Present research information	4.1 Identify methods of reporting that align with the intended audience and relevant organisational requirements 4.2 Draft research report on findings 4.3 Facilitate review of draft report according to organisational policies and procedures 4.4 Distribute research report according to organisational policies and procedures 4.5 Obtain feedback and comments on suitability and sufficiency of findings in accordance with organisational requirements

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

Skill	Description
Reading	• Analyses and evaluates textual information to develop information research strategies, integrate facts and ideas and meet organisational requirements
Writing	• Gathers, evaluates and integrates information from a range of sources • Presents findings, recommendations and issues in required format using language, structure and style appropriate to audience
Oral Communication	• Presents recommendations and issues using language appropriate to audience and according to organisational requirements
Self-management	• Plans, organises and implements tasks to meet organisational requirements • Takes responsibility for the outcomes of routine decisions related directly to own role
Problem solving	• Identifies and solves foreseeable problems in familiar work contexts
Technology	• Uses the main features and functions of digital technologies and tools to

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Skill	Description
	research and analyse information

Unit Mapping Information

Supersedes and is equivalent to BSBRES411 Analyse and present research information.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBINS401 Analyse and present research information

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- research, analyse and present research findings according to organisational requirements on at least two occasions.

In the course of the above, the candidate must:

- identify research requirements and objectives
- collect, organise and present research information
- maintain information securely
- prepare report on research findings, including:
  - justified assumptions and conclusions
  - efficient and reliable research methods.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- organisational policies and procedures relating to:
  - accessing information
  - storing information
  - security requirements
  - form and content of research report
- key aspects of the reliability and validity of research and analysis
- common research strategies
- key aspects of relevant information sources, including:
  - reliability
  - accuracy
  - authority

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- audience
- relevance
- likelihood of bias.

Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

- workplace information systems, equipment and resources relevant to performance evidence
- workplace policies and procedures relevant to performance evidence.

Assessors of this unit must satisfy the assessor requirements in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBINS402 Coordinate workplace information systems

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Application

This unit describes the skills and knowledge required to implement and review workplace information systems. It involves identification, collection, initial analysis and use of information.

The applies to individuals whose work will normally be carried out within methods and procedures which require planning and evaluation, leadership and guidance of others, and some discretion and judgement.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Technical Skills – Information Services

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify and review information needs	1.1 Identify information required by relevant stakeholders 1.2 Review information requirements to determine suitability, accessibility, currency and reliability of information according to organisational policies and procedures
2. Collect, analyse and report information	2.1 Collect information which is adequate and relevant to the requirements of relevant stakeholders 2.2 Confirm information is in a format suitable for analysis, interpretation and distribution 2.3 Analyse information, identify and report relevant trends according to the requirements for which it was collected

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ELEMENT	PERFORMANCE CRITERIA
3. Implement information systems	3.1 Implement information systems effectively to store, retrieve and regularly review information for decision making purposes 3.2 Use technology available in the work area to manage information effectively 3.3 Recommend improvements to information system to relevant stakeholders
4. Support information system continuous improvement	4.1 Collect data about information system future needs in consultation with relevant stakeholders 4.2 Confirm identified information system future needs reflect the organisation's business plans 4.3 Assist development of proposals for continuous improvement of information system 4.4 Distribute information to relevant stakeholders on information system changes, where required

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

Skill	Description
Reading	• Critically analyses documentation from a variety of sources and consolidates information
Writing	• Develops information for a specific audience using clear and detailed language
Oral Communication	• Uses active listening and questioning to convey and clarify information and to confirm understanding
Numeracy	• Selects from and uses mathematical strategies to perform initial analysis on information
Planning and organising	• Takes responsibility for planning, sequencing and prioritising tasks and own workload for efficiency and effective outcomes
Teamwork	• Cooperates with others and contributes to work practices where joint outcomes are expected and deadlines are to be met
Problem solving	• Contributes to continuous improvement of current work practices by applying basic principles of analytical thinking
Technology	• Uses digital technologies and systems to access, enter, present and distribute information

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Unit Mapping Information

Supersedes and is equivalent to BSBINM401 Implement workplace information system.

Links

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Assessment Requirements for BSBINS402 Coordinate workplace information systems

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- distribute information to relevant stakeholders in response to three different workplace information needs
- implement and review a workplace information system on at least one occasion.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- key aspects of workplace information systems including:
  - budgets and financial management systems
  - customer information software or records
  - databases
  - product and service information
  - project management software
  - record management systems
  - spreadsheets.

Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

- a workplace information system
- organisational policies and procedures.

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Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBLDR301 Support effective workplace relationships

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Application

This unit describes the skills and knowledge required to gather information and support effective relationships and networks, with particular regard to communication and representation.

The unit applies to individuals who use leadership skills to support the development of teams and help facilitate communication between team members.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Social Competence – Leadership

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Gather information and ideas	1.1 Identify information on work roles and objectives of work team 1.2 Locate and communicate to work team organisational processes for communication and teamwork 1.3 Establish scope of own role 1.4 Seek contributions for refining ideas and approaches to teamwork and communication according to organisational processes 1.5 Identify and consult with team members on potential work-related issues
2. Develop team relationships and networks	2.1 Encourage communication within team according to organisation’s social, ethical and business policies and procedures

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ELEMENT	PERFORMANCE CRITERIA
	2.2 Adjust interpersonal styles and methods in relation to the organisation's social and cultural environment 2.3 Identify and use workplace networks to help build relationships 2.4 Identify and describe the value of networks and other work relationships for the team and the organisation
3. Contribute to positive team outcomes	3.1 Identify issues to be rectified within own level of responsibility and according to organisational and legal requirements 3.2 Support colleagues in resolving work difficulties related to own level of responsibility, according to organisational and legal requirements 3.3 Review team outcomes and implement improvements in consultation with relevant personnel 3.4 Contribute constructively to conflict resolution according to organisational policies and processes

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

SKILL	DESCRIPTION
Reading	• Applies textual information to determine regulatory requirements and adhere to job processes and internal policies
Writing	• Uses appropriate language to record key information related to the outcomes of the job • Varies writing style to meet requirements of audience and purpose
Oral Communication	• Speaks clearly using tone and pace appropriate for the audience and purpose • Uses appropriate techniques, including active listening and questioning, to clarify information and to confirm understanding
Initiative and enterprise	• Takes personal responsibility for adherence to explicit and implicit organisational policies, procedures, standards and legislative requirements within own job role and in all interactions with others
Teamwork	• Adjusts personal communication style in response to diversity of individuals in the work context • Implements strategies to respond appropriately to conflict and poor work performance
Planning and organising	• Takes responsibility for planning, sequencing and prioritising tasks for own workload

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Technology	• Uses familiar digital technologies and systems to access, present and communicate information

Unit Mapping Information

Supersedes and is equivalent to BSBFLM303 Contribute to effective workplace relationships.

Supersedes but is not equivalent to BSBEDU302 Assist in resolution of issues and incidents in an international education environment.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBLDR301 Support effective workplace relationships

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- support the development of at least one team
- facilitate communication between individuals on at least two occasions.

In the course of the above, the candidate must:

- adjust interpersonal style and communications to respond to cultural and social diversity
- apply relationship management and communication skills with a range of people that:
  - demonstrate integrity, respect, empathy and cultural sensitivity and promote trust
  - forge effective relationships with internal and/or external people and help to maintain these networks
  - encourage participation and foster contribution of and respect for ideas and feedback
  - provide support to colleagues to resolve difficulties
- communicate ideas and information to diverse audiences.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- internal and external sources of information to improve organisational processes
- social and ethical requirements, and organisational policies and procedures relevant to communication
- legislative requirements relevant to communication
- strategies required to adapt communication for diverse audiences
- potential team issues including poor work performance
- examples of how work relationships and the cultural and social environment can support or hinder achieving planned outcomes
- techniques for developing positive work relationships and building trust and confidence in a team

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- methods and techniques for communicating information and ideas to a range of stakeholders
- common problem-solving methods
- common methods to resolve workplace conflict
- process for monitoring, analysing and introducing ways to improve work relationships
- value of networks and work relationships for the team and the organisation
- own level of responsibility.

Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

- workplace documentation and resources relevant to workplace relationships.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBLDR413 Lead effective workplace relationships

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Application

This unit describes the skills, knowledge and outcomes required to use leadership to promote team cohesion. It includes motivating, mentoring, coaching and developing the team and forming the bridge between the management of the organisation and team members.

The unit applies to team leaders, supervisors and new or emerging managers where leadership plays a role in developing and maintaining effective workplace relationships. It applies in any industry or community context. At this level work will normally be carried out within routine and non-routine methods and procedures, which require planning, evaluation, leadership and guidance of others.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Social Competence – Leadership

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare to lead workplace relationships	1.1 Identify work team objectives according to organisational strategy 1.2 Collect and analyse information for the achievement of work task 1.3 Share ideas and information with relevant internal and external stakeholders according to work task 1.4 Develop strategy for completion of work task in collaboration with work team

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ELEMENT	PERFORMANCE CRITERIA
2. Lead workplace relationships	2.1 Identify and implement methods to facilitate collaboration to complete work task 2.2 Support colleagues experiencing difficulties fulfilling work requirements 2.3 Manage conflict constructively within the organisation's processes and parameters of own role 2.4 Communicate work progress to relevant internal and external stakeholders
3. Review leadership	3.1 Seek feedback on relationship management for work task from relevant stakeholders 3.2 Analyse feedback on relationship management 3.3 Evaluate personal performance in leading workplace relationships 3.4 Identify areas of improvement for leading workplace relationships future work tasks

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

SKILL	DESCRIPTION
Reading	• Collects, analyses and evaluates textual information from a range of resources to inform improvement strategies
Oral Communication	• Selects or adjusts communication style to maintain effectiveness of interaction and build and maintain engagement consistent with organisational requirements
Initiative and enterprise	• Identifies and follows legislative and organisational requirements relevant to own role
Teamwork	• Selects and uses appropriate conventions and protocols when communicating with diverse stakeholders • Adapts personal communication style to build trust and positive working relationships and to show respect for the opinions, values and particular needs of others • Plays a lead role in situations requiring effective collaboration, demonstrating conflict resolution skills and ability to engage and motivate others
Planning and	• Plans and implements activities and processes to manage and review work performance

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organising	• Systematically gathers and analyses all relevant information to formulate and evaluate possible solutions to difficulties

Unit Mapping Information

Supersedes and is equivalent to BSBLDR402 Lead effective workplace relationships.

Links

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Assessment Requirements for BSBLDR413 Lead effective workplace relationships

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- lead effective workplace relationships on at least four occasions with different individuals or groups.

In the course of the above, the candidate must:

- access and analyse information required to achieve planned outcomes
- collaborate with work team to develop and implement a work task strategy
- apply techniques for resolving problems and conflicts, and dealing with poor performance according to organisational and legislative requirements
- monitor and communicate work progress to relevant internal and external stakeholders
- seek and review feedback to improve workplace leadership.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- considerations for communicating information including audience cultural and social diversity
- consultation processes including internal and external sources of consultees
- impacts of relationships, cultural and social environment, in supporting or hindering the achievement of planned outcomes
- techniques for developing positive work relationships and building trust and confidence in a team, including:
  - interpersonal styles
  - communications
  - consultation
  - cultural and social sensitivity
  - networking

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- impact of legislation and organisational policies on workplace relationships
- techniques for communicating information and ideas to a range of stakeholders
- common methods to resolve workplace conflict
- common methods to manage poor work performance
- common methods to monitor, analyse and improve work relationships.

Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

- legislation, regulations, standards and codes relevant to performance evidence
- workplace documentation and resources
- interaction with others.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBLDR414 Lead team effectiveness

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Application

This unit describes the skills, knowledge and outcomes required to lead the performance of a team and to develop team cohesion.

The unit applies team leaders, supervisors and new emerging managers who have an important leadership role in the development of efficient and effective work teams. Leaders at this level also provide leadership for the team and bridge the gap between the management of the organisation and the team members. As such they must 'manage up' as well as manage their team/s.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Social Competence – Leadership

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Plan team outcomes	1.1 Lead team to identify and establish team objectives and work processes 1.2 Support team to document identified objectives and work processes according to organisational processes 1.3 Encourage team members to incorporate innovation and productivity measures in work plans 1.4 Lead and support team members to meet expected outcomes
2. Promote team cohesion	2.1 Provide opportunities for input of team members into planning, decision making and operational aspects of work team

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ELEMENT	PERFORMANCE CRITERIA
	2.2 Support team members to take responsibility for own work and to assist each other in undertaking required roles and responsibilities 2.3 Provide feedback to team members on their efforts and contributions 2.4 Address or refer issues, concerns and problems identified by team members 2.5 Model expected behaviours and approaches
3. Supervise team performance	3.1 Encourage team members to participate in and take responsibility for team activities and communication processes 3.2 Support team to identify and resolve problems which impede performance 3.3 Ensure own contribution to work team serves as a role model for others
4. Liaise with management	4.1 Establish open communication with line management 4.2 Communicate information from line management to the team 4.3 Communicate unresolved issues, concerns and problems raised by the team to line management to action 4.4 Communicate issues raised by management to the team to action

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

SKILL	DESCRIPTION
Writing	• Prepares workplace plans that communicate intent and elicits feedback clearly and effectively
Oral communication	• Engages in discussions or provides information using structure and language appropriate to the audience and situation
Teamwork	• Selects and uses appropriate conventions and protocols when communicating with team members • Adapts personal communication style to model required behaviours, build trust and positive working relationships and to show respect for the opinions and values of others • Plays a lead role in situations requiring effective collaboration, demonstrating conflict resolution skills and ability to engage and motivate others

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Planning and organising	• Develops, implements and monitors plans and processes to ensure team engagement and effectiveness • Uses formal analytical thinking techniques to identify issues and generate possible solutions, seeking input from others, as required

Unit Mapping Information

Supersedes and is equivalent to BSBLDR403 Lead team effectiveness.

Supersedes but is not equivalent to BSBSMB407 Manage a small team.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBLDR414 Lead team effectiveness

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- develop a team development plan, that addresses:
  - innovation and productivity measures
  - team cohesion
  - issues management and actions.

In the course of the above, the candidate must:

- apply knowledge of organisational goals, objectives and plans to work tasks
- communicate with team members and management to identify and establish team purpose, roles, responsibilities, goals plans and objectives and resolve problems
- consult, encourage, support and provide feedback to team members
- model team leadership behaviours and approaches.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- work processes, including team purpose, roles, responsibilities, goals and plans
- organisational escalation policies and procedures
- behaviours which enhance organisational image for work team, clients and customers
- processes for setting goals that contribute to team effectiveness
- effects of individual behaviour on team effectiveness
- innovation and productivity measures in work plans
- key features of common leadership styles.

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Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

- information about the organisation, including organisational structure, goals, objectives and plans.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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BSBLDR803 Develop and cultivate collaborative partnerships and relationships

Modification History

Release	Comments
Release 2	This version first released with BSB Business Services Training Package Version 1.1. Version created to correct mapping table information
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to establish collaborative partnerships and relationships with business and industry stakeholders.

This unit covers communicating to influence others, cultivating new and existing partnerships, establishing positive collaborative relationships, leading the establishment of a partnership program and establishing reporting mechanisms.

It applies to people who use cognitive and creative skills to review, critically analyse, consolidate and synthesise knowledge, in order to generate ideas and provide solutions to complex problems. They use communication skills to demonstrate their understanding of theoretical concepts and to transfer knowledge and ideas to others.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Management and Leadership - Leadership

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA

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ELEMENT	**PERFORMANCE CRITERIA**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Communicate to influence relevant individuals and stakeholders	1.1 Generate trust, confidence and support from relevant stakeholders by demonstrating a high standard of personal performance and conduct 1.2 Implement communication strategies to represent the organisation positively to media, local community and stakeholders 1.3 Make decisions in consultation with relevant stakeholders and relevant individuals where appropriate 1.4 Use a range of influencing strategies to increase commitment from staff and stakeholders to achieve organisational requirements and to contribute to desired culture 1.5 Undertake selected community and/or professional engagements that project a positive image of the organisation to the broader community and stakeholders
2. Cultivate new and existing partnerships with stakeholders	2.1 Establish outcomes to be achieved from the partnership 2.2 Analyse and apply models for effective consultation and collaboration within partnerships 2.3 Cultivate collaborative communities and partnerships through application of a range of communication solutions 2.4 Forge relationships, collaborative communities or partnerships between organisations
3. Establish positive collaborative relationships	3.1 Establish processes that contribute to the creation and maintenance of a positive culture that embraces collaboration 3.2 Establish processes to resolve conflict in a fair, equitable and collaborative manner 3.3 Organise and allocate work activities in a cost effective and equitable manner with clear, quantifiable and agreed performance standards 3.4 Encourage staff to undertake activities that develop their personal competence and performance 3.5 Empower individuals to develop their own ways of working within agreed boundaries of competence, cultural, diversity and organisational and legal requirements 3.6 Establish indicators and feedback processes that can be used to evaluate the health of the work environment
4. Lead establishment of a	4.1 Identify and address relevant organisational policies and

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ELEMENT	PERFORMANCE CRITERIA
partnership program	procedures in partnership plans 4.2 Identify and incorporate relevant legal requirements into planning 4.3 Form partnerships using collaborative and consultative processes involving public and/or private sector enterprises 4.4 Plan and allocate resource requirements to accomplish a partnership program 4.5 Establish relevant organisational policies and procedures relating to partnerships
5. Establish reporting mechanisms for partnership program	5.1 Establish reporting systems for reporting results against planned partnership outcomes 5.2 Implement reporting systems to map progress against partnership outcomes

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	2.2	• Sources, evaluates and critiques ideas and information from a range of complex texts
Writing	2.1, 3.1, 3.2, 3.6, 4.4, 4.5, 5.1	• Develops texts dealing with complex concepts using specialised and detailed language to convey strategy context and intent and requirements in accordance organisational requirements
Oral Communication	2.3, 3.4, 4.3	• Leads discussions using language and non-verbal features to suit the audience • Uses active listening and questioning to seek the views and opinions of others
Numeracy	3.3	• Selects and uses familiar mathematical techniques to determine costs and benefits associated with strategic resource decisions
Navigate the world of work	3.5, 4.1, 4.2	• Takes a lead role in the development of organisational goals, roles and responsibilities • Leads adherence to organisational policies, procedures and legal requirements and considers own role in terms

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		of its contribution to broader goals of the organisation
Interact with others	1.1, 1.4, 2.3, 2.4, 3.2, 3.4, 4.3	• Plays a lead role in building effective collaboration and trust, demonstrating high level conflict resolution skills and ability to engage and motivate others • Identifies and uses a variety of appropriate conventions and protocols when communicating with colleagues and external stakeholders
Get the work done	1.2, 1.3, 1.5, 2.1, 3.1, 3.3, 3.6, 4.4, 5.2	• Develops flexible plans for complex, high impact activities with strategic implications that involve a diverse range of stakeholders with potentially competing demands • Monitors agreed outcomes and required indicators

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
BSBLDR803 Develop and cultivate collaborative partnerships and relationships	BSBREL701A Develop and cultivate collaborative partnerships and relationships	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBLDR803 Develop and cultivate collaborative partnerships and relationships

Modification History

Release	Comments
Release 2	This version first released with BSB Business Services Training Package Version 1.1. Version created to correct mapping table information
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- demonstrate and model skills and knowledge to foster partnerships, conduct stakeholder consultation and use strategic and personally enhancing communication skills
- develop collaborative approaches to enhance individual, team and organisational outcomes
- initiate and implement partnerships in line with relevant regulatory, employment and organisational requirements.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- outline the legislative and regulatory context of the organisation
- outline the organisation's mission, purpose, values, objectives and strategies
- explain techniques that cultivate collaborative relationships and partnerships
- describe data collection methods
- explain the external context including social, political, economic and technological developments
- explain emotional intelligence and its relationship to individual and team effectiveness
- explain organisational transformation and the management of the stages of change.

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Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the management and leadership field of work and include access to:

- relevant legislation, regulations, standards and codes
- workplace documents including business strategic plans, policies and procedures
- case studies and, where possible, real situations
- interaction with others.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBLED401 Develop teams and individuals

Modification History

Release	Comments
Release 2	This version released with BSB Business Services Training Package Version 2.0. Version created to clarify assessment requirements
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to determine individual and team development needs and to facilitate the development of the workgroup.

It applies to individuals with a broad knowledge of learning and development who apply their skills in addressing development needs to meet team objectives. They may have responsibility to provide guidance or to delegate aspects of tasks to others.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Workforce Development – Learning and Development

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Determine development needs	1.1 Systematically identify and implement learning and development needs in line with organisational requirements 1.2 Ensure that a learning plan to meet individual and group training and development needs is collaboratively developed, agreed to and

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ELEMENT	PERFORMANCE CRITERIA
	implemented 1.3 Encourage individuals to self-evaluate performance and identify areas for improvement 1.4 Collect feedback on performance of team members from relevant sources and compare with established team learning needs
2. Develop individuals and teams	2.1 Identify learning and development program goals and objectives, ensuring a match to the specific knowledge and skill requirements of competency standards relevant to the industry 2.2 Ensure that learning delivery methods are appropriate to the learning goals, the learning style of participants, and availability of equipment and resources 2.3 Provide workplace learning opportunities, and coaching and mentoring assistance to facilitate individual and team achievement of competencies 2.4 Create development opportunities that incorporate a range of activities and support materials appropriate to the achievement of identified competencies 2.5 Identify and approve resources and time lines required for learning activities in accordance with organisational requirements
3. Monitor and evaluate workplace learning	3.1 Use feedback from individuals or teams to identify and implement improvements in future learning arrangements 3.2 Assess and record outcomes and performance of individuals/teams to determine the effectiveness of development programs and the extent of additional development support 3.3 Negotiate modifications to learning plans to improve the efficiency and effectiveness of learning 3.4 Document and maintain records and reports of competency according to organisational requirements

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description

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Learning	1.1-1.4, 2.1-2.4, 3.1, 3.3	• Uses structured approaches to set goals, monitor progress and adjust learning approaches for self and others • Builds on knowledge and experience to facilitate interaction and learning with others
Reading	1.1, 1.2, 1.4, 2.1, 2.2, 2.4, 2.5, 3.1-3.4	• Analyses textual information from a range of sources to identify organisational requirements • Analyses information from a range of sources to evaluate performance
Writing	1.1, 1.2, 1.4, 2.1, 2.5, 3.1-3.4	• Develops materials to suit the requirements of different roles and individuals in the organisation • Maintains records using correct technical and organisational vocabulary
Oral Communication	1.2, 1.3, 1.4, 2.3, 3.1, 3.3	• Uses vocabulary appropriate to context and to establish a supportive and learning environment • Uses listening and questioning techniques to confirm or show understanding of different perspectives
Navigate the world of work	1.1, 2.5, 3.4	• Recognises and responds to explicit and implicit organisational procedures and protocols Understands how own role meshes with others and contributes to broader goals
Interact with others	1.2, 1.3, 1.4, 2.2, 2.3, 3.1, 3.3	• Selects and uses appropriate conventions and protocols when communicating with co-workers in a range of work contexts • Recognises the importance of building rapport to establish effective working relationships • Collaborates with others to achieve joint outcomes, playing an active role in facilitating effective group interaction • Negotiates with others to achieve joint/agreeable outcomes playing an active role in facilitating consensus in potentially contentious situations
Get the work done	1.1, 1.2, 1.4, 2.1, 2.2, 2.3, 2.5, 3.1, 3.2, 3.4	• Uses logical planning processes to organise, implement and monitor learning and development needs • Systematically gathers and analyses all relevant information and evaluates options to make informed decisions • Evaluates outcomes of decisions to identify opportunities for improvement

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
BSBLED401 Develop teams and individuals Release 2	BSBLED401 Develop teams and individuals Release 1	Updated to clarify assessment requirements	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBLED401 Develop teams and individuals

Modification History

Release	Comments
Release 2	This version released with BSB Business Services Training Package Version 2.0. Version created to clarify assessment requirements
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- systematically identify and implement learning opportunities for others
- collect feedback on team and individual performance
- give and receive feedback from team members to encourage participation in and effectiveness of the team
- collaboratively develop learning plans to match skill needs of individuals and groups
- provide mentoring and coaching assistance to teams and individuals
- monitor and review workplace learning.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- describe facilitation techniques to encourage team development and improvement
- outline organisational policies, plans and procedures for developing teams
- identify career paths and competency standards relevant to the industry.

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Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the workforce learning and development field of work and include access to:

- office equipment and resources
- learning and development plans, policies and procedures
- case studies and, where available, real situations
- interaction with others.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBLED501 Develop a workplace learning environment

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to encourage and support the development of a learning environment in which work and learning come together. Particular emphasis is on the development of strategies to facilitate and promote learning and to monitor and improve learning performance.

It applies to individuals who have a prominent role in encouraging, supporting and facilitating the development of a learning environment in which work and learning come together.

At this level work will normally be carried out within complex and diverse methods and procedures, which require the exercise of considerable discretion and judgement, using a range of problem solving and decision making strategies.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Workforce Development – Learning and Development

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Create learning opportunities	1.1 Identify potential formal and informal learning opportunities 1.2 Identify learning needs of individuals in relation to the needs of

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ELEMENT	PERFORMANCE CRITERIA
	the team and/or enterprise and available learning opportunities 1.3 Develop and implement learning plans as an integral part of individual and team performance plans 1.4 Develop strategies to ensure that learning plans reflect the diversity of needs 1.5 Ensure organisational procedures maximise individual and team access to, and participation in, learning opportunities 1.6 Ensure effective liaison occurs with training and development specialists and contributes to learning opportunities which enhance individual, team and organisational performance
2. Facilitate and promote learning	2.1 Develop strategies to ensure that workplace learning opportunities are used and that team members are encouraged to share their skills and knowledge to encourage a learning culture within the team 2.2 Implement organisational procedures to ensure workplace learning opportunities contribute to the development of appropriate workplace knowledge, skills and attitudes 2.3 Implement policies and procedures to encourage team members to assess their own competencies and to identify their own learning and development needs 2.4 Share the benefits of learning with others in the team and organisation 2.5 Recognise workplace achievement by timely and appropriate recognition, feedback and rewards
3. Monitor and improve learning effectiveness	3.1 Use strategies to ensure that team and individual learning performance is monitored to determine the type and extent of any additional work-based support required and any Work Health and Safety (WHS) issues 3.2 Use feedback from individuals and teams to identify and introduce improvements in future learning arrangements 3.3 Make adjustments, negotiated with training and development specialists, for improvements to the efficiency and effectiveness of learning 3.4 Use processes to ensure that records and reports of competency are documented and maintained within the organisation’s systems and procedures to inform future planning

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Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Learning	1.1, 1.2, 1.3, 1.4, 2.1, 2.4, 3.1, 3.2	• Develops strategies to develop learning plans of self and others to meet a diversity of needs within organisational constraints • Transfers skills and knowledge to a variety of learning development contexts
Reading	1.1-1.5, 2.1, 2.2, 2.5, 3.1-3.4	• Interprets textual information obtained from a range of sources and determines how content may be applied to individuals and to organisational requirements
Writing	1.3, 1.4, 2.1, 2.2, 2.3, 2.5, 3.3, 3.4	• Uses information from a range of sources to develop and document plans, strategies and feedback in accordance with organisational requirements • Maintains records using correct technical and organisational vocabulary
Oral Communication	1.6, 2.4, 2.5, 3.2, 3.3	• Present information and opinions using language and features appropriate to the audience and context • Uses questioning and listening techniques to identify learning needs and obtain feedback
Navigate the world of work	1.5, 2.2, 2.3, 3.1, 3.4	• Recognises and responds to both explicit and implicit organisational procedures and protocols and legislative/regulatory requirements • Understands how own role meshes with others and contributes to broader goals
Interact with others	1.6, 2.1, 2.3 -2.5, 3.2, 3.3	• Selects the appropriate form, channel and mode of communication for a specific purpose relevant to own role • Collaborates with others to achieve joint outcomes, playing an active role in facilitating effective group interaction, influencing direction and taking a leadership role on occasion • Recognises the importance of building rapport to establish effective working relationships • Applies a range of communication strategies to encourage others to share their knowledge and skills and reflect on the effectiveness of the interaction
Get the work done	1.1, 1.2, 1.3, 1.4, 2.1, 2.5, 3.1, 3.4	• Uses logical processes to plan, implement and monitor learning in the workplace • Systematically gathers and analyses relevant

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		information and evaluates options to make informed decisions • Evaluates outcomes of decisions to identify opportunities for improvement • Uses digital tools to organise, store, integrate and share relevant information

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
BSBLED501 Develop a workplace learning environment	BSBLED501A Develop a workplace learning environment	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBLED501 Develop a workplace learning environment

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0

Performance Evidence

Evidence of the ability to:

- collaboratively review performance development needs of individuals and teams
- plan professional development for individuals and teams that enhances organisational performance
- develop and implement learning plans
- liaise with training and development specialists
- recognise workplace achievement by giving feedback, recognition and rewards
- monitor and improve workplace learning
- record and report workplace learning outcomes.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- explain how management of relationships can achieve a learning environment
- identify principles and techniques involved in the management and organisation of:
  - adult learning
  - coaching and mentoring
  - consultation and communication
  - improvement strategies
  - leadership
  - learning environment and learning culture
  - monitoring and reviewing workplace learning
  - problem identification and resolution
  - record keeping and management methods

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- structured learning
- work-based learning.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the workforce learning and development field of work and include access to:

- workplace policies and procedures
- workplace equipment and resources
- case studies and, where available, real situations
- interaction with others.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBMGT502 Manage people performance

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to manage the performance of staff who report to them directly. Development of key result areas and key performance indicators and standards, coupled with regular and timely coaching and feedback, provide the basis for performance management.

It applies to individuals who manage people. It covers work allocation and the methods to review performance, reward excellence and provide feedback where there is a need for improvement.

The unit makes the link between performance management and performance development, and reinforces both functions as a key requirement for effective managers.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Management and Leadership – Management

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Allocate work	1.1 Consult relevant groups and individuals on work to be allocated and resources available

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ELEMENT	PERFORMANCE CRITERIA
	1.2 Develop work plans in accordance with operational plans 1.3 Allocate work in a way that is efficient, cost effective and outcome focussed 1.4 Confirm performance standards, Code of Conduct and work outputs with relevant teams and individuals 1.5 Develop and agree performance indicators with relevant staff prior to commencement of work 1.6 Conduct risk analysis in accordance with the organisational risk management plan and legal requirements
2. Assess performance	2.1 Design performance management and review processes to ensure consistency with organisational objectives and policies 2.2 Train participants in the performance management and review process 2.3 Conduct performance management in accordance with organisational protocols and time lines 2.4 Monitor and evaluate performance on a continuous basis
3. Provide feedback	3.1 Provide informal feedback to staff on a regular basis 3.2 Advise relevant people where there is poor performance and take necessary actions 3.3 Provide on-the-job coaching when necessary to improve performance and to confirm excellence in performance 3.4 Document performance in accordance with the organisational performance management system 3.5 Conduct formal structured feedback sessions as necessary and in accordance with organisational policy
4. Manage follow up	4.1 Write and agree on performance improvement and development plans in accordance with organisational policies 4.2 Seek assistance from human resources specialists, where appropriate 4.3 Reinforce excellence in performance through recognition and continuous feedback 4.4 Monitor and coach individuals with poor performance 4.5 Provide support services where necessary 4.6 Counsel individuals who continue to perform below expectations and implement the disciplinary process if necessary 4.7 Terminate staff in accordance with legal and organisational

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ELEMENT	PERFORMANCE CRITERIA
	requirements where serious misconduct occurs or ongoing poor-performance continues

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Learning	2.2, 3.3, 4.4	• Consolidates and improves own knowledge and skills by coaching, mentoring or training others
Reading	1.2, 1.6, 2.4	• Gathers, interprets and analyses texts in organisational documents to facilitate performance management
Writing	1.2, 1.4, 1.5, 1.6, 2.1, 2.3, 2.4, 3.4, 3.5, 4.1, 4.7	• Plans and prepares documents for allocating work and managing performance suitable for the target audience and in accordance with organisational requirements
Oral Communication	1.1, 1.4, 1.5, 2.2, 2.3, 3.1, 3.2, 3.3, 3.5, 4.2-4.7	• Uses language and structure appropriate to context and audience to explain expected standards of performance, provide feedback and coach staff
Numeracy	1.3, 1.4, 1.5, 1.6, 2.1, 2.4, 3.4, 4.1	• Extracts and evaluates mathematical information embedded in a range of tasks and text relating to performance standards and risk analysis
Navigate the world of work	1.2, 1.6, 2.1, 2.3, 3.4, 3.5, 4.1, 4.7	• Appreciates the implications of legal and regulatory responsibilities related to own work and the organisation as a whole • Monitors adherence to organisational policies and procedures
Interact with others	1.1, 1.3, 1.4, 1.5, 2.2, 3.1, 3.2, 3.3, 4.2-4.6	• Recognises and applies the protocols governing what to communicate to whom and how in a range of work contexts • Collaborates with others to achieve joint outcomes, influencing direction and taking a leadership role on occasion
Get the work done	1.2, 1.3, 1.5, 1.6, 2.1, 2.4, 4.1, 4.2	• Sequences and schedules complex activities, monitors implementation and manages relevant communication • Seeks advice, feedback and support as required to assist in the decision-making process • Uses experiences to reflect on the ways in which

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		variables impact on performance

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
BSBMGT502 Manage people performance	BSBMGT502B Manage people performance	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBMGT502 Manage people performance

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- consult with relevant stakeholders to identify work requirements, performance standards and agreed performance indicators
- develop work plans and allocate work to achieve outcomes efficiently and within organisational and legal requirements
- monitor, evaluate and provide feedback on performance and provide coaching or training, as needed
- reinforce excellence in performance through recognition and continuous feedback
- seek assistance from human resources specialists where appropriate
- keep records and documentation in accordance with the organisational performance management system.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- outline relevant legislative and regulatory requirements
- outline relevant awards and certified agreements
- explain performance measurement systems utilised within the organisation
- explain unlawful dismissal rules and due process
- describe staff development options and information.

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Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the management and leadership field of work and include access to:

- relevant legislation
- workplace documentation and resources
- case studies and, where possible, real situations
- interaction with others.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBMGT516 Facilitate continuous improvement

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to lead and manage continuous improvement systems and processes. Particular emphasis is on the development of systems and the analysis of information to monitor and adjust performance strategies, and to manage opportunities for further improvements.

It applies to individuals who take an active role in managing a continuous improvement process in order to achieve an organisation's objectives.

At this level, work will normally be carried out using complex and diverse methods and procedures which require the exercise of considerable discretion and judgement, using a range of problem-solving and decision-making strategies.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Management and leadership – Management

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Lead continuous improvement systems and processes	1.1 Develop strategies to ensure that team members are actively encouraged and supported to participate in decision-making processes, assume responsibility and exercise initiative as

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ELEMENT	PERFORMANCE CRITERIA
	appropriate 1.2 Establish systems to ensure that the organisation's continuous improvement processes are communicated to stakeholders 1.3 Ensure that change and improvement processes meet sustainability requirements 1.4 Develop effective mentoring and coaching processes to ensure that individuals and teams are able to implement and support the organisation's continuous improvement processes 1.5 Ensure that insights and experiences from business activities are captured and accessible through knowledge management systems
2. Monitor and adjust performance strategies	2.1 Develop strategies to ensure that systems and processes are used to monitor operational progress and to identify ways in which planning and operations could be improved 2.2 Adjust and communicate strategies to stakeholders according to organisational procedures
3. Manage opportunities for further improvement	3.1 Establish processes to ensure that team members are informed of outcomes of continuous improvement efforts 3.2 Ensure processes include recording of work team performance to assist in identifying further opportunities for improvement 3.3 Consider areas identified for further improvement when undertaking future planning

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.2, 1.3, 1.4, 1.5, 2.1, 2.2, 3.3	• Identifies and extracts relevant information from a range of complex texts • Locates, interprets and analyses workplace documentation to gather information relating to continuous improvement
Writing	1.1, 1.2, 1.4, 1.5, 2.1, 2.2, 3.1-3.3	• Develops complex texts related to continuous improvement processes according to organisational requirements

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		• Ensures the vocabulary, grammatical structures and conventions are appropriate for the context and target audience
Oral Communication	1.1, 1.2, 1.4, 2.2	• Presents information to a range of audiences using appropriate structure and language • Listens and comprehends information from a variety of spoken exchanges with clients, co-workers and other stakeholders • Confirms understanding through questioning and active listening
Navigate the world of work	1.1-1.3, 2.1, 2.2	• Develops strategies to enable compliance with legislative requirements and achievement of the organisation's goals • Monitors adherence to organisational policies, procedures and protocols and considers own role in terms of its contribution to broader goals of the work environment
Interact with others	1.1, 1.2, 1.4, 2.2	• Identifies and uses appropriate conventions and protocols when communicating with colleagues and external stakeholders • Collaborates with others to achieve joint outcomes, playing an active role in facilitating effective group interaction and influencing direction
Get the work done	1.1, 1.2, 1.4, 1.5, 2.1, 3.1, 3.2, 3.3	• Takes responsibility for developing, implementing and monitoring systems and processes to achieve organisational outcomes • Uses analytical and lateral thinking to review current practices and develop ideas for improvement • Reflects on the ways in which digital systems and tools are used, or could be used, to achieve work goals

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
BSBMGT516 Facilitate continuous improvement	BSBMGT516C Facilitate continuous improvement	Updated to meet Standards for Training Packages	Equivalent unit

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBMGT516 Facilitate continuous improvement

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to establish systems and processes for continuous improvement that:

- facilitate effective contributions to and communications about continuous improvement processes and outcomes
- address sustainability requirements
- incorporate mentoring, coaching and other support to enable people to participate effectively in continuous improvement processes
- capture insights, experiences and ideas for improvements and incorporate them into the organisation's knowledge management systems and future planning.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- explain how systems and procedures can support effective continuous improvement
- explain how continuous improvement systems and processes relate to other business systems and requirements including, knowledge management, quality, performance management and sustainability.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the management and leadership field of work and include access to:

- relevant workplace documentation and resources
- case studies and, where possible, real situations
- interaction with others.

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Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBMGT517 Manage operational plan

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to develop and monitor implementation of the operational plan to provide efficient and effective workplace practices within the organisation's productivity and profitability plans.

Management at a strategic level requires systems and procedures to be developed and implemented to facilitate the organisation's operational plan.

This unit applies to individuals who manage the work of others and operate within the parameters of a broader strategic and/or business plan.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Management and Leadership – Management

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Develop operational plan	1.1 Research, analyse and document resource requirements and develop an operational plan in consultation with relevant personnel, colleagues and specialist resource managers 1.2 Develop and/or implement consultation processes as an

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ELEMENT	PERFORMANCE CRITERIA
	integral part of the operational planning process 1.3 Ensure the operational plan includes key performance indicators to measure organisational performance 1.4 Develop and implement contingency plans for the operational plan 1.5 Ensure the development and presentation of proposals for resource requirements is supported by a variety of information sources and seek specialist advice as required 1.6 Obtain approval for the plan from relevant parties and explain the plan to relevant work teams
2. Plan and manage resource acquisition	2.1 Develop and implement strategies to ensure that employees are recruited and/or inducted within the organisation's human resources management policies, practices and procedures 2.2 Develop and implement strategies to ensure that physical resources and services are acquired in accordance with the organisation's policies, practices and procedures 2.3 Recognise and incorporate requirements for intellectual property rights and responsibilities in recruitment and acquisition of resources and services
3. Monitor and review operational performance	3.1 Develop, monitor and review performance systems and processes to assess progress in achieving profit and productivity plans and targets 3.2 Analyse and interpret budget and actual financial information to monitor and review profit and productivity performance 3.3 Identify areas of under-performance, recommend solutions and take prompt action to rectify the situation 3.4 Plan and implement systems to ensure that mentoring and coaching are provided to support individuals and teams to effectively, economically and safely use resources 3.5 Negotiate recommendations for variations to operational plans and gain approval from designated persons/groups 3.6 Develop and implement systems to ensure that procedures and records associated with documenting performance are managed in accordance with organisational requirements

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Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1, 1.5, 2.1, 2.2, 3.1, 3.2, 3.3, 3.4, 3.6	• Identifies and extracts relevant information from a range of complex texts • Gathers, interprets and analyses workplace documentation to determine requirements for the operational plan
Writing	1.1-1.5, 2.1, 2.2, 3.1-3.6	• Develops and documents a range of detailed texts relating to the management of an operational plan according to organisational requirements • Ensures the vocabulary, grammatical structures and conventions are appropriate for the context and target audience
Oral Communication	1.1, 1.2, 1.5, 1.6, 3.4, 3.5	• Presents information to a range of audiences using appropriate register, vocabulary and paralinguistic features • Listens and comprehends information from a variety of spoken exchanges with clients, co-workers and other stakeholders • Confirms understanding through questioning and active listening
Numeracy	1.1, 1.3, 1.4, 3.1-3.4	• Selects and uses mathematical problem-solving strategies to organise resource requirements, performance benchmarks and financial viability of the operational plan
Navigate the world of work	2.1, 2.2, 3.4, 3.6	• Monitors adherence to organisational policies, procedures and considers own role in terms of its contribution to broader goals of the work environment • Appreciates the implications of legal responsibilities with specific reference to health and safety
Interact with others	1.1, 1.2, 1.5, 1.6, 3.5	• Identifies and uses appropriate conventions and protocols when communicating with colleagues and external stakeholders • Collaborates with others to achieve joint outcomes, playing an active role in facilitating effective group interaction, influencing direction and taking a leadership role on occasion
Get the work done	1.1-1.5, 2.1, 2.2, 3.1, 3.3, 3.4, 3.6	• Takes responsibility for developing and implementing systems and processes to achieve organisational objectives, seeking advice, feedback and support as

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		required to assist in the development and planning phase • Sequences and schedules complex activities, monitors implementation, and manages relevant communication • Uses systematic analytical processes to aid decision making, identify potential problems and generate contingency plans or solutions

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
BSBMGT517 Manage operational plan	BSBMGT515A Manage operational plan	Updated to meet Standards for Training Packages. Edits to clarify intent of Performance Criteria. Additional performance criterion and evidence for intellectual property.	No equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBMGT517 Manage operational plan

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- develop and implement an operational plan using a variety of information sources and consultation (including using specialist advice if required) which includes:
  - resource requirements
  - key performance indicators
  - monitoring processes
  - contingency plans
- communicate effectively with relevant stakeholders to explain the plan and supporting information, seek approvals, negotiate variations and engage work teams
- develop and implement strategies to achieve the operational plan within the organisation's policies, practices and procedures including:
  - recruiting, inducting and developing personnel
  - acquiring physical resources and services
  - protecting intellectual property
  - making variations to the plan
  - monitoring and documenting performance.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- describe models and methods for operational plans
- explain the role of an operational plan in achieving the organisation's objectives
- explain budgeting processes

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- list alternative approaches to developing key performance indicators to meet business objectives
- outline the legislative and regulatory context relevant to the operational plan of the organisation
- outline the organisation's policies, practices and procedures that directly relate to the operational plan.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the management and leadership field of work and include access to:

- relevant legislation and regulations
- workplace documentation and resources
- case studies and, where possible, real situations
- interaction with others.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBMGT616 Develop and implement strategic plans

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to establish the strategic direction of the organisation, sustain competitive advantage and enhance competitiveness. It covers analysis and interpretation of relevant markets, capability assessment of the organisation and analysis of the organisation's existing and potential competitors and allies. It also covers implementation of the strategic plan and developing specific actions and initiatives that will be undertaken by people working in various roles.

It applies to individuals working in senior roles in the organisation who have responsibility for ensuring that the organisation is positioned to ensure its long-term viability and success.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Management and Leadership – Management

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Confirm organisational vision and mission	1.1 Check with stakeholders that organisational vision and mission are still held to be current and are supported 1.2 Make any changes or refinements to vision or mission statement as required 1.3 Review or develop organisational values to support the vision

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ELEMENT	PERFORMANCE CRITERIA
	and mission statement 1.4 Gain support for strategic planning process from all relevant stakeholders
2. Analyse the internal and external environment	2.1 Determine information requirements and undertake or commission research to deliver relevant information 2.2 Analyse political, economic, social, and technological developments in a global context 2.3 Seek advice from appropriate experts wherever necessary 2.4 Identify and consider strengths and weaknesses of existing and potential competitors and allies 2.5 Analyse organisation's strengths, weaknesses, opportunities and threats 2.6 Consider cooperative ventures that are supported by risk and cost benefit analyses, are consistent with the organisational vision, mission and values and provide for due diligence 2.7 Check that analysis of internal and external environment is consistent with the perspectives of other informed people
3. Write strategic plan	3.1 Document relevant research and background for inclusion in the strategic plan 3.2 Formulate strategic objectives and strategies needed for the future 3.3 Detail each strategy with an assigned priority, a timeframe, responsible parties and measurable performance indicators 3.4 Circulate strategic plan for comment, support and endorsement
4. Implement strategic plan	4.1 Communicate strategic plan to all relevant parties 4.2 Brief people with a specific role in relation to strategies 4.3 Use performance indicators to monitor progress in implementing plan 4.4 Make necessary refinements to plan 4.5 Evaluate achievement of objectives at agreed milestones 4.6 Review effectiveness of plan and consider methods for improving strategic planning processes

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Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1-1.3, 2.1, 2.2, 2.4-2.6, 3.1, 3.3, 4.4-4.6	• Identifies and analyses complex organisational texts to determine business requirements • Reviews, evaluates, interprets and applies content from a range of sources to aid in development of strategies
Writing	1.2, 1.3, 2.1, 2.2, 2.4-2.6, 3.1-3.3, 4.3-4.6	• Prepares strategic plans for relevant stakeholders incorporating appropriate vocabulary, grammatical structure and conventions • Incorporates amendments to documents according to organisational requirements • Collates and compiles data to convey specific information, requirements and recommendations
Oral Communication	1.1, 1.4, 2.3, 4.1, 4.2	• Presents information and seeks advice using language and register appropriate to audience • Participates in discussions using listening and questioning to elicit the views of others and to clarify or confirm understanding
Numeracy	2.6, 3.2, 3.3, 4.5, 4.6	• Interprets and analyses statistical data and mathematical information to consider trends and resource implications of proposed strategies
Navigate the world of work	1.1-1.3	• Works autonomously making high level decisions to achieve and improve organisational goals • Takes a lead role in the development of strategies to achieve organisational goals
Interact with others	1.1, 1.4, 2.3, 3.4, 4.1, 4.2	• Selects and uses appropriate conventions and protocols when communicating with internal and external stakeholders to seek or share information • Collaborates with others to achieve joint outcomes, playing an active role in facilitating effective group interaction, influencing direction and taking a leadership role • Seeks feedback or expert advice where required
Get the work done	1.3, 2.1, 2.2, 2.4-2.7, 3.2, 4.3-4.6	• Develops flexible plans for complex, high impact activities with strategic implications, taking into account capabilities, efficiencies and effectiveness • Systematically gathers and analyses all relevant information and evaluates options to inform decisions about organisational strategies • Evaluates outcomes to identify opportunities for

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		improvement • Applies problem solving processes to identify risks, evaluate options and determine solutions

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
BSBMGT616 Develop and implement strategic plans	BSBMGT616A Develop and implement strategic plans	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBMGT616 Develop and implement strategic plans

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- consult and communicate effectively with relevant stakeholders to:
  - confirm or revise the organisation's mission, vision and values
  - validate findings of research and analysis
  - get input to and endorsement of strategic plans
  - brief relevant parties about the plan
- analyse organisation's internal and external environment to formulate strategic plans including:
  - background and research relevant to the plan
  - legislation, regulations and codes of practice, including for intellectual property
  - objectives, strategies and priorities
  - roles and responsibilities
  - performance indicators
  - timeframes
  - consideration of co-operative ventures
  - cost-benefit and risk analysis
- seek advice from appropriate experts wherever necessary
- monitor and evaluate the implementation of the plan and make refinements as appropriate
- review effectiveness of planning processes and identify opportunities for improvement.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

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- outline the legislation, regulations and codes of practice relevant to the organisation's strategic plan.
- give examples of risks and risk management strategies relevant to strategic planning including:
  - intellectual property rights and responsibilities
  - other risks
- outline strategic planning methodologies including political, economic, social and technological (PEST) analysis and strengths, weaknesses, opportunities and threats analysis (SWOT)
- identify internal and external sources of information relevant to the organisation's market, competitors, customer base, vision, values and capabilities
- outline techniques for developing organisational values.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the management and leadership field of work and include access to:

- relevant legislation, regulations, standards and codes
- workplace documentation and resources
- case studies and, where possible, real situations
- interaction with others.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBOPS202 Engage with customers

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Application

This unit describes the skills and knowledge required to participate effectively in customer engagement, including complying with organisational requirements and using a variety of communication methods.

The unit applies to those who perform a range of mainly routine tasks, using limited practical skills and fundamental operational knowledge and who work under some supervision and guidance.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Business Competence – Business Operations

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Establish customer demands	1.1 Identify personal targets and key performance indicators (KPIs) for customer engagement according to organisational policy and procedures 1.2 Identify and confirm customer requirements 1.3 Identify options to meet customer expectations according to organisational policies and procedures 1.4 Adapt options to customer requirements according to organisational policies
2. Provide customer service	2.1 Select product or service in consultation with customer 2.2 Explain relevant information and actions to customer and

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ELEMENT	PERFORMANCE CRITERIA
	confirm all details 2.3 Action customer orders and escalate queries that cannot be immediately satisfied according to organisational policies and procedures 2.4 Record details of engagement according to organisational policy
3. Finalise customer engagement	3.1 Supply follow-up information to customer according to organisational policies and procedures 3.2 Evaluate compliance with organisational policies and procedures 3.3 Seek customer feedback and identify opportunities to enhance service on future engagements 3.4 Record and report opportunities for continuous improvement

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Description
Reading	• Identifies and evaluates a range of texts to determine product information, performance standards and guidelines, and business requirements
Writing	• Prepares clear and specific information which conveys an understanding of service requirements, outcomes and alternatives for customers and workplace personnel
Oral communication	• Articulates clearly, using industry-specific language suitable to audience to convey requirements and listening and questioning techniques to confirm understanding
Enterprise and initiative	• Identifies organisational expectations and follows explicit protocols and procedures, regulations and standards in performance of job role
Teamwork	• Follows accepted communication practices and protocols in the provision of customer service • Adjusts communication style in response to differences in customer profile, expectations and requirements
Planning and organising	• Plans and implements routine customer service tasks and related workload, making limited decisions on sequencing and timing with support as required from relevant personnel • Analyses task requirements to decide on appropriate customer service options

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Skill	Description
	• Identifies difficulties that might present continuous improvement opportunities
Technology	• Identifies key features of common digital systems and tools and operates them effectively to manage customer communication

Unit Mapping Information

No equivalent unit. Supersedes but is not equivalent to:

- BSBCUE203 Conduct customer engagement
- BSBCUE205 Prepare for work in a customer engagement environment
- BSBCUE302 Deploy customer service field staff
- BSBCUE307 Work effectively in customer engagement.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBOPS202 Engage with customers

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- engage with at least three different customers, by:
  - providing customer service according to organisational standards and guidelines
  - using communication equipment and systems efficiently and effectively
  - adapting communication techniques to suit customer profile and requirements.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- operational environment, including customer base and products and services of the organisation
- organisational performance standards and customer service expectations
- organisational policies, procedures, protocols for customer engagement
- relevant product or service details
- equipment and systems to manage customer engagement
- customer service in different contexts and customer behaviour in different contexts
- sources of information to develop customer service skills including relevant organisational personnel
- follow-up considerations for customer queries, including:
  - engagement escalation policy
  - business rules and practices
  - customer expectations
- principles of customer service
- continuous improvement methods including customer retention strategies
- procedures for the operation of telecommunication equipment and systems, relevant to customer service.

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Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

- workplace information and data
- performance management records and data and quality assurance guidelines
- customer engagement policies and procedures.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBOPS301 Maintain business resources

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Application

This unit describes the skills and knowledge required to determine, administer and maintain resources and equipment to complete a variety of tasks.

The unit applies to those who apply a broad range of competencies in various work contexts. They may exercise discretion and judgement using appropriate theoretical knowledge of business resources and their basic maintenance to provide some technical advice and support to a team.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Business Competence – Business Operations

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Advise on resource requirements	1.1 Calculate current business resource needs according to organisational requirements 1.2 Calculate estimates of future business resource needs according to organisational requirements 1.3 Provide advice on equipment, material and supplier selection 1.4 Identify resource shortages and possible impact on operations
2. Acquire resources	2.1 Obtain resources according to timelines and identified organisational requirements 2.2 Store resources according to identified organisational requirements

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ELEMENT	PERFORMANCE CRITERIA
	2.3 Review resource acquisition processes and identify opportunities for improvements in future resource acquisitions
3. Monitor resource usage and maintenance	3.1 Confirm handling of resources is according to organisational and work health and safety requirements 3.2 Identify resource monitoring tool and monitor use of resources 3.3 Consult individuals and teams and facilitate effective decision-making on the appropriate allocation of resources 3.4 Monitor and compare resource usage with estimated requirements in budget plans

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Description
Reading	• Identifies and interprets information from a range of sources, including organisational policies and procedures
Writing	• Uses clear and succinct language and appropriate layout to provide information, advice and support materials
Oral communication	• Presents information or advice choosing language appropriate to the context and needs of the audience • Uses active listening and questioning to confirm understanding
Numeracy	• Selects and uses appropriate tools to aid with estimation and other resource assessment requirements • Uses a combination of informal and some formal written mathematical equations to represent the outcomes of the resource allocation process
Enterprise and initiative	• Takes some personal responsibility for adherence to organisational procedures and protocols
Teamwork	• Uses collaborative techniques to engage personnel in consultations and negotiations
Planning and organising	• Plans a range of routine tasks and required resources, accepting goals and aiming to achieve them within allocated timeframes • Evaluates effectiveness of decisions in terms of how well they met stated goals
Problem solving	• Identifies and takes responsibility for addressing predictable problems in familiar work contexts

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Skill	Description
Technology	• Follows routine procedures for using digital technology to enter, store and retrieve information directly relevant to role • Identifies purpose and some specific functions of some common digital tools used in work contexts

Unit Mapping Information

Supersedes and is equivalent to BSBADM311 Maintain business resources.

Supersedes but is not equivalent to BSBFLM306 Provide workplace information and resourcing plans.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBOPS301 Maintain business resources

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- maintain at least three business resources.

In the course of the above, the candidate must:

- collect and record data on resource use
- evaluate use of resources according to organisational requirements
- monitor resource use over defined and operational timeframes
- comply with organisational policies while using resources.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- key provisions of legislation relating to maintaining business resources
- organisational resource acquisition policies, plans and procedures
- organisational requirements for handling resources including:
  - acquiring resources
  - storing resources
- organisational procedures for record keeping and filing systems, security and safe recording practices.

Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

- organisational resource use data.

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Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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BSBOPS304 Deliver and monitor a service to customers

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Application

This unit describes the skills and knowledge required to identify customer needs, deliver and monitor customer service and identify improvements in the provision of customer service.

The unit applies to those who apply a broad range of competencies in various work contexts. In this role, individuals often exercise discretion and judgement using appropriate knowledge of customer service. They provide technical advice and support to customers over short or long-term interactions.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Business Competence – Business Operations

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify customer needs	1.1 Identify and clarify customer needs and expectations 1.2 Evaluate customer needs and determine priorities for service delivery according to organisational requirements 1.3 Inform customers about available choices for meeting their needs and assist selection of preferred options 1.4 Identify limitations in addressing customer needs and seek assistance from designated individuals, where required
2. Deliver a service to customers	2.1 Provide service to meet identified customer needs according to organisational and legislative requirements 2.2 Establish and maintain rapport with customers

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ELEMENT	PERFORMANCE CRITERIA
	2.3 Manage customer complaints according to organisational and legislative requirements 2.4 Provide assistance and respond to customers with specific needs according to organisational and legislative requirements 2.5 Identify and use available opportunities to promote and enhance services and products to customers
3. Evaluate customer service delivery	3.1 Review customer satisfaction with service delivery using verifiable evidence according to organisational and legislative requirements 3.2 Seek and respond to customer feedback according to organisational policies and procedures 3.3 Identify opportunities to enhance the quality of customer service 3.4 Document recommendations for customer service improvements 3.5 Submit recommendations to relevant personnel according to organisational policies and procedures

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Description
Learning	• Identifies and follows up on opportunities to improve work practices and outcomes
Oral communication	• Provides information or advice using structure and language to suit the audience • Asks questions and listens to gain information or confirm understanding
Reading	• Evaluates textual information to determine customer service requirements • Proofreads texts for clarity of meaning and accuracy of grammar and punctuation
Writing	• Completes responses to customer complaints in required format • Prepares reports using sequencing, format and words to communicate recommendations clearly and effectively
Planning and organising	• Complies with organisational policies and procedures relevant to role • Plans and implements systems to gather and organise information

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Skill	Description
Problem-solving	• Uses problem solving skills to analyse and respond to customer complaints or enquiries
Teamwork	• Selects and uses appropriate communication conventions to establish connections, build rapport, seek information and develop professional working relationships • Adjusts personal communication style in response to the opinions, values and particular needs of others

Unit Mapping Information

Supersedes and is equivalent to BSBCUS301 Deliver and monitor a service to customers.

Supersedes but is not equivalent to:

- BSBCUE309 Develop product and service knowledge for customer engagement operation
- BSBEDU303 Assist with the provision of international education information
- BSBINT303 Organise the importing and exporting of goods
- BSBINT304 Assist in the international transfer of services
- BSBSLS407 Identify and plan sales prospects.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBOPS304 Deliver and monitor a service to customers

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- deliver a service to at least three different customers, including:
  - using communication skills to establish rapport and build relationships with customers according to organisational requirements
  - identifying customer needs using appropriate questioning and active listening skills
  - providing customer service according to organisational requirements
  - responding to and recording customer feedback and action taken according to organisational standards, policies and procedures
  - producing a report which identifies and recommends ways to improve service delivery.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- key provisions of customer service legislation and consumer law
- organisational policies and procedures relating to customer service, including complaints handling
- common forms of verifiable evidence that could be used to review customer satisfaction
- customer service standards and protocols for serving customers, including customers with specific needs.

Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

- technology required to gather and provide information and assistance to customers

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- workplace documents, and organisational policies and procedures relating to customer service
- examples of customer complaints and feedback.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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BSBOPS305 Process customer complaints

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Application

This unit describes skills and knowledge required to handle complaints from customers.

The unit applies to those who apply a broad range of competencies and may exercise discretion and judgement using appropriate knowledge of products, customer service systems and organisational policies to provide technical advice and support to a team.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Business Competence – Business Operations

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Receive complaints	1.1 Assess complaint according to organisational policy 1.2 Inform relevant stakeholders that complaint has been received 1.3 Document customer complaints according to organisational policies and procedures
2. Process complaints	2.1 Identify complaints requiring escalation according to organisational policy, and escalate as required 2.2 Identify additional information requirements to resolve complaints that do not require escalation 2.3 Prepare information for resolving complaint
3. Resolve complaints	3.1 Identify implications of complaint for customer and organisation

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ELEMENT	PERFORMANCE CRITERIA
	3.2 Analyse options to resolve customer complaints according to legislation, organisational policies and codes of practice 3.3 Propose options according to legislative requirements and organisational policies 3.4 Escalate matters for which a solution cannot be determined to relevant personnel

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Description
Reading	• Identifies and interprets textual information to determine legislative, regulatory and organisational requirements
Writing	• Documents complaints and actions taken according to organisational requirements • Records spoken information clearly and accurately for future reference
Oral communication	• Presents or requests information using words and non-verbal features appropriate to the audience and context • Uses listening and questioning techniques to gather information and confirm understanding
Planning and organising	• Takes responsibility for planning, sequencing and completing tasks to achieve required outcomes • Follows organisational communication practices and procedures when referring complaints, seeking advice or negotiating outcomes
Problem-solving	• Addresses less predictable problems applying problem solving processes in determining solutions that meet organisational requirements
Technology	• Uses the main features and functions of digital tools to complete work tasks

Unit Mapping Information

Supersedes and is equivalent to BSBCMM301 Process customer complaints.

Supersedes but is not equivalent to:

- BSBCUE304 Provide sales solutions to customers

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- BSBCUE308 Conduct outbound customer engagement.

Links

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Assessment Requirements for BSBOPS305 Process customer complaints

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- process at least three customer complaints relating to business operations.

In the course of the above, the candidate must:

- follow organisational procedures when referring and resolving complaints.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- key provisions of legislation relating to customers including Australian Consumer Law and consumer guarantees
- communication techniques for handling customer complaints
- organisational policies, procedures and standards for processing complaints
- organisational escalation procedures and relevant personnel.

Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

- organisational policies and procedures relevant to customer complaints
- legislation and codes of practice relevant to customer complaints.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

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Links

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BSBOPS402 Coordinate business operational plans

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Application

This unit describes the skills and knowledge required to implement operational plans by planning and acquiring resources, monitoring and adjusting operational performance and providing reports on performance, as required.

The unit applies to individuals who plan activities to achieve team and organisational objectives. At this level, work will normally be carried out within routine and non-routine methods and involve procedures that require planning, evaluation, leadership and guidance of others.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Business Competence – Business Operations

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare to implement operational plan	1.1 Consult with stakeholders to identify resource requirements relevant to operational plan 1.2 Collate, analyse and document details of resource requirements 1.3 Develop operational plan and determine implementation method 1.4 Plan for contingencies 1.5 Develop and present proposals for resource requirements
2. Implement operational plan	2.1 Assist in recruiting and onboarding employees required to implement operational plan according to organisational policies

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ELEMENT	PERFORMANCE CRITERIA
	and procedures 2.2 Acquire physical resources and services according to organisational policies and procedures 2.3 Support efficient, cost-effective and safe use of resources 2.4 Adjust implementation of the operational plan in consultation with others to manage contingencies
3. Monitor operational performance	3.1 Collate relevant information and determine operational and productivity performance 3.2 Identify and use key performance indicators (KPIs) and assess operational performance 3.3 Identify unsatisfactory performance and take action to rectify the situation according to organisational policies
4. Review operations based on performance	4.1 Develop recommendations for variation to operational plans 4.2 Present recommendations to the designated persons or groups to gain approval 4.3 Maintain records related to operational performance according to organisational policies and procedures 4.4 Report information on operational performance to management

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Description
Reading	• Identifies, interprets, analyses and reviews textual information related to the operational plan and monitoring of operational performance
Writing	• Communicates relationships between ideas and information, matching style of writing to purpose and audience • Researches, plans and prepares workplace documentation for relevant stakeholders using organisational formats
Oral communication	• Participates in a variety of spoken exchanges with a range of audiences varying structure and language to suit the audience
Numeracy	• Selects and uses familiar mathematical techniques to organise timely supply of adequate resources for the operational plan and to use budgetary information to monitor performance
Enterprise and initiative	• Monitors adherence to organisational policies and procedures and considers own role in terms of its contribution to broader goals of the work environment

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Skill	Description
Teamwork	• Selects and uses appropriate conventions and protocols when communicating with diverse individuals to build rapport, seek or present information • Collaborates with others to achieve joint outcomes, playing an active role in facilitating effective group communication, influencing direction and taking a leadership role on occasion
Planning and organising	• Takes responsibility for planning, organising, implementing and monitoring tasks required to achieve required outcomes • Evaluates effectiveness of decisions in terms of how well they met stated goals • Identifies and addresses an increasing range of familiar problems by implementing contingency plans

Unit Mapping Information

No equivalent unit. Supersedes but is not equivalent to:

- BSBFLM305 Support operational plan
- BSBMGT402 Implement operational plan.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBOPS402 Coordinate business operational plans

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- prepare, implement and review two operational plans.

In the course of the above, the candidate must:

- interact with a range of people and groups to identify resource requirements, performance objectives, systems, procedures and records relating to the operational plan
- plan and acquire physical and human resources using organisation's systems and procedures
- manage and support personnel to achieve performance objectives including facilitating new employee onboarding
- present information and recommendations to support implementation and variation of the operational plan
- monitor operational performance against the performance objectives and budgets and implement improvements to rectify unsatisfactory performance
- vary the operational plan and gain approval to deal with contingencies
- document and provide reports on performance as required by the organisation.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- processes to identify resource requirements
- sources of information to identify resource requirements
- methods to manage contingencies including through consultation with relevant stakeholders
- key features of performance monitoring systems and processes
- common methods for problem solving
- methods to support staff including mentoring, coaching and supervision

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- implementation methods for operational plan
- budget and other financial information related to the organisation
- organisational objectives including costs, identified shortfalls and surpluses.

Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

- organisational operational plans, policies and procedures relevant to performance evidence
- workplace documentation and resources including budgets
- physical and human resource procurement documentation
- employee onboarding and performance monitoring procedures.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBOPS403 Apply business risk management processes

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Application

This unit describes the skills and knowledge required to identify business risks and to apply established risk management processes to a defined area of operations that are within the responsibilities and obligations of the work role.

The unit applies to individuals with a broad knowledge of risk analysis or project management who contribute well developed skills in creating solutions to unpredictable problems through analysis and evaluation of information from a variety of sources. They may have responsibility to provide guidance or delegate aspects of these tasks to others. Risks applicable to own work responsibilities and area of operation may include projects being undertaken individually or by a team, or operations within a section of the organisation.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Business Competence – Business Operations

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify risks	1.1 Identify context for risk management 1.2 Undertake required steps to identify risks 1.3 Document identified risks according to relevant policies, procedures, legislation and standards
2. Analyse and evaluate risks	2.1 Analyse risks in consultation with relevant stakeholders 2.2 Undertake risk categorisation and determine level of risk 2.3 Document analysis processes and outcomes

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ELEMENT	PERFORMANCE CRITERIA
3. Treat risks	3.1 Identify control measures for risks 3.2 Assess strengths and weaknesses of control measures 3.3 Refer risks to relevant personnel, where required, according to policies and procedures 3.4 Select and implement control measures for personal area of operation and responsibilities
4. Monitor and review effectiveness of risk treatments	4.1 Review implemented treatments against measures of success 4.2 Use review results to improve the treatment of risks 4.3 Monitor and review management of risk in personal area of operation

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Description
Learning	• Uses analysis and consultative processes to inform decisions about selection and implementation of risk control measures • Evaluates effectiveness of plans and results to inform improvement decisions
Reading	• Comprehends documents and texts of varying complexity to extract and analyse relevant information
Writing	• Uses specific, industry related terminology and logical organisational structure in workplace documents that identify and analyse risk and report management process outcomes
Oral communication	• Participates effectively in interactions with stakeholders by using questioning and listening to elicit opinions and clarify understanding
Numeracy	• Uses numerical tools to assess risk and uses numerical data to review plans
Enterprise and initiative	• Complies with organisational and legislative requirements • Takes responsibility for identification and management of risk within own work context and refers matters to others as required
Teamwork	• Selects appropriate communication protocols and conventions when conferring with others to establish risk management requirements
Planning and organising	• Determines job sequence and works logically and systematically to undertake defined tasks

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Skill	Description
Technology	• Uses familiar digital technologies and systems to access information, prepare plans and communicate with others

Unit Mapping Information

Supersedes and is equivalent to BSBRSK401 Identify risk and apply risk management processes.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBOPS403 Apply business risk management processes

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to apply organisational policies, procedures and processes to:

- treat at least three risks by:
  - identifying different types of organisational risks
  - consulting with stakeholders to analyse and evaluate risks
  - implementing control measures
  - referring risks that are beyond own area of responsibility to others
  - maintaining risk management documentation.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- legislative and regulatory context of the organisation in relation to risk management
- techniques for identifying and evaluating risks
- organisational policies and procedures for risk management
- areas where risks are commonly identified in an organisation
- risks beyond scope of individual responsibility to be referred to relevant organisational personnel
- purpose and key elements of current risk management standards.

Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

- legislation, regulations, standards and codes relating to business risk

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- workplace documentation on selected organisational risks.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBOPS404 Implement customer service strategies

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Application

This unit describes the skills and knowledge required to advise, carry out and evaluate customer service strategies.

The unit applies to individuals who have well developed skills and a broad knowledge of customer service strategies for addressing customer needs and problems. Individuals may provide guidance or delegate work related tasks to others.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Business Competence – Business Operations

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Advise on customer service needs	1.1 Identify organisational customer service objectives and customer needs 1.2 Assess and clarify customer requirements 1.3 Identify and diagnose problems with service delivery 1.4 Develop options to improve customer service delivery according to organisational requirements 1.5 Provide recommendations to promote improvement of customer service delivery
2. Support implementation of customer service	2.1 Consult with relevant stakeholders to develop customer service strategies 2.2 Assess customer service strategies and opportunities against

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ELEMENT	PERFORMANCE CRITERIA
strategies	customer service objectives 2.3 Identify and allocate available budget resources to fulfil customer service objectives 2.4 Action procedures to resolve customer difficulties and complaints according to organisational requirements
3. Evaluate and report on customer service	3.1 Review stakeholder satisfaction with service delivery according to organisational requirements 3.2 Identify and report changes necessary to meet customer service objectives 3.3 Prepare conclusions and recommendations on future directions of client service strategies 3.4 Monitor systems, records and reporting procedures for changes to customer satisfaction

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Description
Reading	• Reviews textual information and comprehends details that relate to the interests or requirements of the client and organisation
Writing	• Creates a range of formal texts using structure, grammar and clear and specialised language to describe customer needs, maintain information and support a particular position
Oral communication	• Uses pace, intonation, intelligible pronunciation and listening and questioning techniques to interact effectively with others
Numeracy	• Recognises and interprets numerical information and performs calculations on familiar mathematical information
Enterprise and Initiative	• Recognises and applies organisational protocols and meets expectations associated with own work
Teamwork	• Uses a range of strategies to establish a sense of connection and build rapport with customers • Collaborates with others contributing knowledge and skills to achieve joint outcomes
Planning and organising	• Applies formal and logical processes when planning and implementing tasks • Applies standard procedures when responding to familiar problems

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Skill	Description
	within own work context
Technology	• Uses digital technologies to access, organise, present and store information relevant to own role

Unit Mapping Information

Supersedes and is equivalent to BSBCUS401 Coordinate implementation of customer service strategies.

Supersedes but is not equivalent to:

- BSBCUS402 Address customer needs
- BSBCUS403 Implement customer service standards
- BSBSLS408 Present, secure and support sales solutions.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBOPS404 Implement customer service strategies

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- develop and implement at least two strategies to improve customer service delivery.

In the course of the above, the candidate must:

- respond to and report on customer feedback and complaints
- review client satisfaction using verifiable data
- consult and communicate effectively with relevant people
- develop and implement strategies and methods to improve customer service delivery, including:
  - budgeting
  - promotion to staff
  - documentation and follow up.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- customer communication techniques
- principles of customer service
- sources of verified client information
- techniques for identifying customer needs and reviewing customer satisfaction
- organisational business structure, products and services related to customer service
- techniques for drawing insights from verifiable evidence to develop recommendations and conclusions
- product and service standards and best practice models.

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Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

- organisational policies and procedures for customer service
- examples of customer complaints and feedback
- client satisfaction data.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBPEF301 Organise personal work priorities

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Application

This unit describes the skills and knowledge required to organise personal work schedules, to monitor and obtain feedback on work performance and to maintain required levels of competence.

The unit applies to individuals who exercise discretion and judgement and apply a broad range of competencies in various work contexts.

No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.

Unit Sector

Critical Thinking & Problem Solving – Personal Effectiveness

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Organise and complete own work schedule	1.1 Develop work goals and key performance indicators (KPIs) according to task and organisational requirements 1.2 Prioritise workload according to task timeframes 1.3 Identify factors affecting achievement of work objectives 1.4 Develop personal work plans
2. Evaluate own work performance	2.1 Identify variations between expected and actual work performance according to task requirements and KPIs 2.2 Report variations to relevant personnel 2.3 Seek feedback from relevant personnel for solutions to minimise variations in expected and actual work outputs

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ELEMENT	PERFORMANCE CRITERIA
	2.4 Research sources of stress and access appropriate supports according to organisational policies and procedures
3. Coordinate personal skill development and learning	3.1 Identify personal and professional development needs for job role 3.2 Identify opportunities to undertake personal skill development activities in consultation with supervisor 3.3 Access professional development opportunities 3.4 Record professional development undertaken for continuous learning and career development process 3.5 Incorporate feedback into review of further learning needs

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

Skill	Description
Learning	• Employs a range of approaches and investigative techniques to source the knowledge necessary to arrange personal learning experiences
Reading	• Interprets textual information to determine organisation's procedures, own work performance and objectives
Writing	• Prepares written reports and workplace documents that communicate information clearly and effectively
Oral communication	• Provides and receives feedback using specific and relevant language • Uses listening and questioning techniques to confirm understanding
Numeracy	• Complies with organisational policies, procedures and protocols
Teamwork	• Selects the appropriate form, channel and mode of communication for a specific purpose relevant to own role • Proactively collaborates with others to achieve specific goals
Planning and organising	• Plans and organises work commitments to ensure deadlines and objectives are met • Uses formal analytical thinking techniques to recognise and respond to routine problems
Technology	• Uses digital systems and tools to enter, store and monitor information

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Unit Mapping Information

Supersedes and is equivalent to BSBWOR301 Organise personal work priorities and development.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBPEF301 Organise personal work priorities

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- prepare and implement a personal work plan.

In the course of the above, the candidate must:

- prepare a work plan according to organisational requirements and work objectives
- use technology to schedule, prioritise and monitor completion of tasks in a work plan
- assess and prioritise own work tasks and address contingencies
- monitor and assess personal performance against job role requirements by seeking feedback from relevant personnel
- identify personal development needs and access, complete and record skill development and learning.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- organisational policies and procedures relevant to work tasks
- goals, objectives and key performance indicators for task within scope of job role
- methods to elicit, analyse and interpret feedback when communicating with other people in the workplace
- content of work plans including:
  - timeframes
  - tasks requirements
  - risks
  - contingencies for identified risks
- types of personal learning and professional development requirements
- principles and techniques of goal setting, measuring performance and time management

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- signs and sources of stress and strategies to deal with stress in the workplace
- methods to identify and prioritise personal learning needs.

Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

- challenges and situations to demonstrate application of performance evidence.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBPMG427 Apply project procurement procedures

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Application

This unit describes the skills and knowledge required to assist with procurement for a project. It involves identifying procurement requirements, assisting with supplier selection, conducting procurement activities, and assisting with procurement finalisation activities for the project.

The unit applies to individuals who are project practitioners working in a project support role.

The project assistant may be part of a project team under the direction of a project manager, or may work as part of a smaller scale, self-directed team.

No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

Unit Sector

Business Competence – Project Management

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Assist with procurement planning	1.1 Contribute to establishing procurement requirements according to project objectives 1.2 Contribute to developing procurement-management plan and documentation
2. Contribute to supplier selection process	2.1 Gather and evaluate information on potential suppliers 2.2 Make recommendations and assist in selection of preferred suppliers 2.3 Contribute to establishing agreed terms and conditions with

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ELEMENT	PERFORMANCE CRITERIA
	preferred suppliers 2.4 Assist relevant personnel in establishing and checking relevant stakeholders perform agreed terms 2.5 Assist in developing contractual documentation
3. Conduct procurement activities	3.1 Test and accept supplies and confirm fit for purpose in both quality and suitability 3.2 Undertake procurement activities and maintain information according to reporting, confidentiality and audit requirements 3.3 Receive, reconcile and register supplies according to established procedures 3.4 Monitor and control suppliers and contractual supply documentation
4. Assist in finalising procurement activities	4.1 Assist in finalising procurement activities 4.2 Assist in review of project outcomes using available records to determine effectiveness of procurement activities 4.3 Contribute to making changes to project procurement procedures based on feedback received

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

SKILL	DESCRIPTION
Reading	• Applies appropriate strategies to construct meaning from a variety of texts
Writing	• Contributes to developing project documents using vocabulary and structure appropriate to audience, context and purpose • Completes project documentation using required formats and structure
Oral Communication	• Participates in verbal exchanges using clear language and appropriate non-verbal features to provide and seek information • Uses questioning and listening skills to check and confirm understanding
Numeracy	• Uses basic mathematical formula to calculate whole numbers and decimals to confirm financial accounts match purchased items
Initiative and enterprise	• Understands responsibilities and boundaries associated with own role • Adheres to organisational policies and procedures when planning and undertaking work
Teamwork	• Uses accepted communication practices and protocols to share or

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SKILL	DESCRIPTION
	provide information • Collaborates with others to achieve project outcomes
Planning and organising	• Plans, organises and implements tasks required to achieve outcomes according to organisational requirements • Reflects on outcomes to gain insights into future improvements

Unit Mapping Information

Supersedes and is equivalent to BSBPMG416 Apply project procurement procedures.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBPMG427 Apply project procurement procedures

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- assist application of project procurement processes during at least two different projects.

In the course of the above, the candidate must:

- document procurement requirements for a workplace project, including clear descriptions of product and service, quality specifications, resource identification, supply and delivery requirements and supply and engagement metrics
- apply procurement-management procedures to a workplace project, including selection criteria, testing and accepting, monitoring and receiving supplies
- finalise procurement agreements.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- procurement-management policy, processes and procedures
- procurement documentation requirements
- components of contractual documentation and the legal obligations of all parties
- process used to select preferred contractors
- project procurement-management tools and techniques.

Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

- examples of project procurement documentation
- examples of procurement tasks and activities

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- workplace documentation and resources relevant to performance evidence.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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BSBPMG522 Undertake project work

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to undertake a straightforward project or a section of a larger project. It covers developing a project plan, administering and monitoring the project, finalising the project and reviewing the project to identify lessons learned for application to future projects.

This unit applies to individuals who play a significant role in ensuring a project meets timelines, quality standards, budgetary limits and other requirements set for the project.

The unit does not apply to specialist project managers. For specialist project managers, the other units of competency in the project management field (BSBPMG) will be applicable.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Management and Leadership – Project Management

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Define project	1.1 Access project scope and other relevant documentation 1.2 Define project stakeholders 1.3 Seek clarification from delegating authority of issues related to

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ELEMENT	PERFORMANCE CRITERIA
	project and project parameters 1.4 Identify limits of own responsibility and reporting requirements 1.5 Clarify relationship of project to other projects and to the organisation's objectives 1.6 Determine and access available resources to undertake project
2. Develop project plan	2.1 Develop project plan in line with the project parameters 2.2 Identify and access appropriate project management tools 2.3 Formulate risk management plan for project, including Work Health and Safety (WHS) 2.4 Develop and approve project budget 2.5 Consult team members and take their views into account in planning the project 2.6 Finalise project plan and gain necessary approvals to commence project according to documented plan
3. Administer and monitor project	3.1 Take action to ensure project team members are clear about their responsibilities and the project requirements 3.2 Provide support for project team members, especially with regard to specific needs, to ensure that the quality of the expected outcomes of the project and documented time lines are met 3.3 Establish and maintain required recordkeeping systems throughout the project 3.4 Implement and monitor plans for managing project finances, resources and quality 3.5 Complete and forward project reports as required to stakeholders 3.6 Undertake risk management as required to ensure project outcomes are met 3.7 Achieve project deliverables
4. Finalise project	4.1 Complete financial recordkeeping associated with project and check for accuracy 4.2 Ensure transition of staff involved in project to new roles or reassignment to previous roles 4.3 Complete project documentation and obtain necessary sign-offs for concluding project
5. Review project	5.1 Review project outcomes and processes against the project scope and plan

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ELEMENT	PERFORMANCE CRITERIA
	5.2 Involve team members in the project review 5.3 Document lessons learned from the project and report within the organisation

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1, 3.4, 3.5, 4.1, 4.3, 5.1	• Organises, evaluates and critiques ideas and information from a range of complex texts
Writing	2.1, 2.3, 2.6, 3.3, 3.5, 4.1, 4.3, 5.3	• Develops plans, reports and recommendations using vocabulary, structure and conventions appropriate to text • Establishes and maintains records according to organisational requirements
Numeracy	1.6, 2.4, 3.4, 4.1	• Uses formal and some informal, oral and written mathematical language and representation to prepare and communicate budgetary and financial information
Oral communication	2.5, 5.2	• Participates in verbal discussions using clear language and appropriate features to present or seek information • Using listening and questioning skills to seek information and confirm understanding
Navigate the world of work	1.3, 1.4, 2.3, 3.1, 4.3	• Recognises and responds to organisational and legislative/regulatory requirements
Interact with others	2.5, 3.1, 3.2, 4.2, 5.2	• Selects and uses appropriate communication protocols and practices to ensure shared understanding of project roles and expectations • Uses collaborative techniques to engage stakeholders in consultations and negotiations
Get the work done	1.2, 1.5, 1.6, 2.1, 2.2, 2.3, 2.6, 3.1-3.7, 4.1, 4.2, 4.3, 5.1, 5.3	• Develops and implements plans to manage projects that involve diverse stakeholders with potentially competing demands • Systematically gathers and analyses all relevant information and evaluates options to make informed decisions • Evaluates outcomes of decisions to identify

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		opportunities for improvement • Uses digital technologies and applications to access, organise and share information

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
BSBPMG522 Undertake project work	BSBPMG522A Undertake project work	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBPMG522 Undertake project work

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- define the parameters of the project including:
  - project scope
  - project stakeholders, including own responsibilities
  - relationship of project to organisational objectives and other projects
  - reporting requirements
  - resource requirements
- use project management tools to develop and implement a project plan including:
  - deliverables
  - work breakdown
  - budget and allocation of resources
  - timelines
  - risk management
  - recordkeeping and reporting
- consult and communicate with relevant stakeholders to generate input and engagement in planning, implementing and reviewing the project
- provide support to team members to enable them to achieve deliverables and to transition them as appropriate at completion of the project
- finalise the project including documentation, sign-offs and reporting
- review and document the project outcomes.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

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- give examples of project management tools and how they contribute to a project
- outline types of documents and other sources of information commonly used in defining the parameters of a project
- explain processes for identifying and managing risk in a project
- outline the organisation's mission, goals, objectives and operations and how the project relates to them
- explain the organisation's procedures and processes that are relevant to managing a project including:
  - lines of authority and approvals
  - quality assurance
  - human resources
  - budgets and finance
  - recordkeeping
  - reporting
- outline the legislative and regulatory context of the organisation in relation to project work, including work health and safety (WHS) requirements.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the management and leadership – project management field of work and include access to:

- relevant legislation, regulations, standards and codes
- relevant workplace documentation and resources
- case studies and, where possible, real situations
- interaction with others.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBRES801 Initiate and lead applied research

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to plan, conduct and report on applied research to influence strategic practices and outcomes within an organisational context.

The unit also covers constructing an applied research strategy, using a range of applied research techniques, and analysing and presenting findings.

It applies to leaders or managers using applied research to ensure learning can enhance individual, team and organisational performance. The intended purpose and approach to applied research may vary across a range of contexts and organisations. In this unit, the focus is on applied research to attain improved organisational outcomes.

No licensing, legislation or certification requirements apply to this unit at the time of publication.

Unit Sector

Knowledge Management – Research

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Construct an applied research strategy	1.1 Clarify and confirm applied research purpose and needs of the target group 1.2 Determine policies and procedures in relation to conducting applied research 1.3 Establish mechanisms for collecting and maintaining data in a

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ELEMENT	PERFORMANCE CRITERIA
	systematic manner 1.4 Analyse factors affecting the reliability and validity of data 1.5 Review relevant research ethics and codes of conduct 1.6 Prepare applied research strategy and hypothesis 1.7 Frame a research strategy in consideration of available tools and resources
2. Use a range of applied research techniques	2.1 Review and evaluate a range of applied research methods, theories and data collection techniques 2.2 Select appropriate methods to gather and analyse data 2.3 Use suitable technology and technology services to support data collection and analysis 2.4 Access appropriate sources of information and contributors relevant to the research 2.5 Optimise relevance of the research through integrity of the data collected and analysis tools used
3. Analyse and present findings	3.1 Evaluate how research findings such as trends and changes will impact on learning strategy 3.2 Review data and research findings for accuracy of details and adherence to any legal requirements 3.3 Collate and analyse data for relevance against the original applied research strategy 3.4 Document and present research findings in a clear and logical manner consistent with audience needs 3.5 Identify the need for and an appropriate approach to, further research

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Learning	3.5	• Evaluates and reflects on the need for further research to contribute to ongoing organisational improvement

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Reading	1.1, 1.2, 1.5, 2.4, 3.1, 3.2	• Collects, analyses, compares and evaluates textual information from a range of resources to inform research strategies
Writing	1.6, 3.3, 3.4	• Develops texts dealing with complex ideas and concepts • Uses specialised and detailed language to convey explicit information, requirements and recommendations in accordance with legal, ethical and organisational requirements
Oral Communication	1.1, 3.4	• Uses specialised vocabulary appropriate to context and audience to discuss and confirm research requirements • Applies listening and questioning techniques to check or confirm understanding
Numeracy	3.2, 3.3	• Applies knowledge of mathematical information to statistically analyse data and identify possible trends and confirm reliability
Navigate the world of work	1.2, 1.5, 3.2	• Is highly autonomous, taking responsibility for determining applicable organisational policies and procedures and considering legal and ethical obligations • Monitors adherence to legal and regulatory rights and responsibilities for self and possibly for others
Interact with others	3.4	• Demonstrates sophisticated control over oral, visual and/or written formats, drawing on a diverse range of communication practices to achieve goals
Get the work done	1.1, 1.2, 1.3, 1.7, 2.1, 2.2, 2.3, 2.4, 2.5, 3.3	• Develops plans for complex activities, regularly reviewing priorities and performance during implementation, identifying and addressing issues as they arise • Considers the strategic and operational potential of digital trends to achieve work goals, enhance work processes, create opportunities and enhance or reduce risks • Uses formal analytical thinking to make informed decisions about research strategies and techniques, seeking input, advice and feedback as required

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**

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Code and title current version	Code and title previous version	Comments	Equivalence status
BSBRES801 Initiate and lead applied research	BSBRES801A Initiate and lead applied research	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBRES801 Initiate and lead applied research

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- plan, conduct and report on applied research relevant to organisational strategic practices and outcomes
- formulate a research proposal or plan which includes:
  - specific research questions or hypotheses
  - valid population or sample size
  - description of the geographical, cultural, social or institutional context within which the research will be carried out
  - full description of the data collection methods
  - analysis of the limitations to research design including the reliability and validity of data
- design an applied research project using applied research tools and techniques
- document and present research findings including analysis of data, valid and reliable findings and recommendations for further research.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- describe communication processes and methods
- explain data collection and analysis methods including the use of technology and technology services
- explain legal requirements, policies, procedures and guidelines relating to research including handling and storing data, privacy and freedom of information
- describe presentation techniques

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- describe reporting methods
- explain research ethics and codes of conduct
- give examples of applied research tools and methods and how they are applied.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the knowledge management – research field of work and include access to:

- business technology
- relevant workplace policies and procedures
- relevant legislation and codes of conduct
- case studies and, where possible, real situations .

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBRSK501 Manage risk

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes skills and knowledge required to manage risks in a range of contexts across an organisation or for a specific business unit or area in any industry setting.

It applies to individuals who are working in positions of authority and are approved to implement change across the organisation, business unit, program or project area. They may or may not have responsibility for directly supervising others.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Regulation, Licensing and Risk – Risk Management

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Establish risk context	1.1 Review organisational processes, procedures and requirements for undertaking risk management in accordance with current risk management standards 1.2 Determine scope for risk management process 1.3 Identify internal and external stakeholders and their issues 1.4 Review political, economic, social, legal, technological and policy context

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ELEMENT	PERFORMANCE CRITERIA
	1.5 Review strengths and weaknesses of existing arrangements 1.6 Document critical success factors, goals or objectives for area included in scope 1.7 Obtain support for risk management activities 1.8 Communicate with relevant parties about the risk management process and invite participation
2. Identify risks	2.1 Invite relevant parties to assist in the identification of risks 2.2 Research risks that may apply to scope 2.3 Use tools and techniques to generate a list of risks that apply to the scope, in consultation with relevant parties
3. Analyse risks	3.1 Assess likelihood of risks occurring 3.2 Assess impact or consequence if risks occur 3.3 Evaluate and prioritise risks for treatment
4. Select and implement treatments	4.1 Determine and select most appropriate options for treating risks 4.2 Develop an action plan for implementing risk treatment 4.3 Communicate risk management processes to relevant parties 4.4 Ensure all documentation is in order and appropriately stored 4.5 Implement and monitor action plan 4.6 Evaluate risk management process

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1, 1.4, 1.5, 2.2	• Comprehends a variety of relatively complex texts • Gathers, interprets and analyses textual information from a range of sources to identify relevant information
Writing	1.6, 1.8, 2.1, 2.3, 4.3	• Develops textual material and organises content in a manner that effectively documents

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		risk management analysis and assessment priorities and processes
Oral Communication	1.8, 2.1, 2.3, 4.3	• Participates in interactions with stakeholders using questioning and listening to elicit opinions, and to confirm and clarify understanding
Numeracy	2.2	• Uses numerical tools to assess risk and uses numerical data to review plans
Navigate the world of work	1.1, 2.1, 4.3	• Refers to organisational processes, procedures and requirements when making decisions about risk management
Interact with others	1.8, 2.1, 2.3, 4.3	• Establishes and uses appropriate conventions and protocols when communicating with stakeholders about risk management • Consults and negotiates with stakeholders about risk management processes and outcomes
Get the work done	1.2, 1.3, 1.5, 1.7, 2.1, 2.2, 2.3, 3.1, 3.2, 3.3, 4.1, 4.2, 4.4, 4.5, 4.6	• Sequences and schedules a range of routine and complex activities, monitors implementation, evaluates processes and manages relevant communication • Systematically analyses information to decide on appropriate risk management treatments • Uses digital technologies and systems to access information, document plans and communicate with others

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
BSBRSK501 Manage risk	BSBRSK501B Manage risk	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBRSK501 Manage risk

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- analyse information from a range of sources to identify the scope and context of the risk management process including:
  - stakeholder analysis
  - political, economic, social, legal, technological and policy context
  - current arrangements
  - objectives and critical success factors for the area included in scope
  - risks that may apply to scope
- consult and communicate with relevant stakeholders to identify and assess risks, determine appropriate risk treatment actions and priorities and explain the risk management processes
- develop and implement an action plan to treat risks
- monitor and evaluate the action plan and risk management process
- maintain documentation.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- outline the purpose and key elements of current risk management standards
- outline the legislative and regulatory context of the organisation in relation to risk management
- outline organisational policies, procedures and processes for risk management.

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Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the regulation, licensing and risk - risk management field of work and include access to:

- relevant legislation, regulations, standards and codes
- relevant workplace documentation and resources
- case studies and, where possible, real situations
- interaction with others.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBSTR402 Implement continuous improvement

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Application

This unit describes the skills and knowledge required to implement continuous improvement of systems and processes of an organisation. It includes using systems and strategies to encourage the team to participate in the process, monitoring and reviewing performance, and identifying opportunities for further improvements.

The unit applies to managers who are responsible for implementing the continuous improvement process to achieve the objectives of the organisation.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Critical Thinking and Problem Solving – Business Strategy

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify and plan for improvement	1.1 Identify relevant stakeholders and establish improvements required 1.2 Identify where new systems and processes could be implemented 1.3 Promote team involvement in decision making processes for team systems and processes 1.4 Communicate and agree on new improvement systems and processes with relevant stakeholders 1.5 Manage reports and recommendations for using systems and processes of the organisation

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ELEMENT	PERFORMANCE CRITERIA
	1.6 Establish risk review processes
2. Monitor implementation of continuous improvement	2.1 Use workplace systems and technology, and monitor team performance according to organisational policies and procedures 2.2 Implement new systems and processes in consultation with relevant stakeholders 2.3 Maintain new system and processes in consultation with relevant stakeholders 2.4 Identify and resolve system and process issues
3. Evaluate implementation of continuous improvement	3.1 Communicate productivity improvements to relevant stakeholders and confirm their understanding 3.2 Seek and respond to feedback from relevant stakeholders on proposed improvement systems and process 3.3 Review improvement systems and process, and make changes, as required

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

SKILL	DESCRIPTION
Reading	• Evaluates and integrates facts and ideas to construct meaning from a range of text types in order to implement continuous improvement systems and processes
Writing	• Selects vocabulary, grammatical structures and conventions appropriate to text • Researches, plans and prepares continuous improvement documentation for required stakeholders
Oral communication	• Participates in a variety of spoken exchanges with a range of audiences using structure and language to suit the audience
Initiative and enterprise	• Monitors adherence to organisational policies and procedures and considers own role in terms of its contribution to broader goals of the work environment • Recognises the potential of new approaches to enhance work practices and outcomes • Uses systematic, analytical processes in complex, non-routine situations, setting goals, gathering required information and identifying and evaluating options against agreed criteria

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SKILL	DESCRIPTION
Teamwork	• Selects and uses required conventions and protocols when communicating with diverse individuals to seek and share information • Collaborates with others to achieve joint outcomes, playing an active role in facilitating effective group communication, influencing direction and taking a leadership role on occasion
Self-management	• Evaluates effectiveness of decisions in terms of how well they meet stated goals
Technology	• Uses digital applications to access and filter data, extract, organise, integrate and share required information
Planning and organising	• Takes responsibility for planning and organising own workload to achieve required outcomes

Unit Mapping Information

Supersedes and is equivalent to BSBMGT403 Implement continuous improvement.

Supersedes but is not equivalent to:

- BSBCON401 Work effectively in a business continuity context
- BSBMGT406 Plan and monitor continuous improvement.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBSTR402 Implement continuous improvement

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- implement at least one continuous improvement system or process in an organisation or work area.

In the course of the above, the candidate must:

- provide support to enable individuals and teams to participate in decisions, take responsibility, show initiative and implement improvement processes
- communicate effectively to support the implementation of improvements and improvement system and processes
- implement, monitor and update improvement plans, processes and procedures to improve performance
- document performance to identify further opportunities for improvement
- manage records and reports in the systems and procedures of the organisation.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- continuous improvement systems and processes
- coaching and mentoring needs to support continuous improvement
- change management techniques that support continuous improvement and initiative
- organisation’s systems and data used for benchmarking and monitoring performance for continuous improvement.

Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

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This includes access to:

- workplace documentation and resources relevant to performance evidence.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBSUS501 Develop workplace policy and procedures for sustainability

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to develop and implement a workplace sustainability policy and to modify the policy to suit changed circumstances.

It applies to individuals with managerial responsibilities who undertake work developing approaches to create, monitor and improve strategies and policies within workplaces and engage with a range of relevant stakeholders and specialists.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Industry Capability – Sustainability

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Develop workplace sustainability policy	1.1 Define scope of sustainability policy 1.2 Gather information from a range of sources to plan and develop policy 1.3 Identify and consult stakeholders as a key component of the policy development process 1.4 Include appropriate strategies in policy at all stages of work for

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ELEMENT	PERFORMANCE CRITERIA
	minimising resource use, reducing toxic material and hazardous chemical use and employing life cycle management approaches 1.5 Make recommendations for policy options based on likely effectiveness, timeframes and cost 1.6 Develop policy that reflects the organisation's commitment to sustainability as an integral part of business planning and as a business opportunity 1.7 Agree to appropriate methods of implementation, outcomes and performance indicators
2. Communicate workplace sustainability policy	2.1 Promote workplace sustainability policy, including its expected outcome, to key stakeholders 2.2 Inform those involved in implementing the policy about expected outcomes, activities to be undertaken and assigned responsibilities
3. Implement workplace sustainability policy	3.1 Develop and communicate procedures to help implement workplace sustainability policy 3.2 Implement strategies for continuous improvement in resource efficiency 3.3 Establish and assign responsibility for recording systems to track continuous improvements in sustainability approaches
4. Review workplace sustainability policy implementation	4.1 Document outcomes and provide feedback to key personnel and stakeholders 4.2 Investigate successes or otherwise of policy 4.3 Monitor records to identify trends that may require remedial action and use to promote continuous improvement of performance 4.4 Modify policy and or procedures as required to ensure improvements are made

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description

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Reading	1.1, 1.2, 4.2, 4.3	• Identifies, analyses and evaluates complex textual information to determine legislative and regulatory requirements, trends and outcomes
Writing	1.2-1.7, 2.1, 2.2, 3.1, 3.3, 4.1, 4.3, 4.4	• Researches, plans and prepares documentation using format and language appropriate to context, organisational requirements and audience
Oral Communication	1.2, 1.3, 2.1, 2.2, 3.1, 4.1	• Presents information and seeks advice using language appropriate to audience • Participates in discussions using listening and questioning to elicit the views of others and to clarify or confirm understanding
Numeracy	1.5, 4.3	• Interprets and uses mathematical equations to calculate numerical information relating to time durations and costs
Navigate the world of work	1.1-1.6, 3.1, 4.4	• Develops, monitors and modifies organisational policies and procedures in accordance with legislative requirements and organisation goals
Interact with others	1.2, 1.3, 2.1, 2.2, 3.1, 3.3, 4.1, 4.3	• Selects and uses appropriate conventions and protocols when communicating with internal and external stakeholders to seek or share information • Plays a lead role in consulting and negotiating positive outcomes with a range of stakeholders
Get the work done	1.2, 1.4-1.7, 2.3, 2.4, 3.1, 3.2, 3.3, 3.5, 3.6, 4.1, 4.3, 4.4	• Plans, organises and implements work activities of self and others that ensure compliance with organisational policies and procedures, and legislative requirements • Sequences and schedules complex activities, monitors implementation, and manages relevant communication • Uses systematic, analytical processes in relatively complex, situations, setting goals, gathering relevant information, and identifying and evaluating options against agreed criteria • Evaluates outcomes of decisions to identify opportunities for improvement

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
BSBSUS501 Develop workplace policy and	BSBSUS501A Develop workplace policy and procedures	Updated to meet Standards for Training Packages	Equivalent unit

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Code and title current version	Code and title previous version	Comments	Equivalence status
procedures for sustainability	for sustainability	Minor edits to clarify performance criteria	

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBSUS501 Develop workplace policy and procedures for sustainability

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- scope and develop organisational policies and procedures that comply with legislative requirements and support the organisation's sustainability goals covering at a minimum:
  - minimising resource use
  - resource efficiency
  - reducing toxic material and hazardous chemical use
  - employing life cycle management approaches
  - continuous improvement
- plan and implement sustainability policy and procedures including:
  - agreed outcomes
  - performance indicators
  - activities to be undertaken
  - assigned responsibilities
  - record keeping, review and improvement processes
- consult and communicate with relevant stakeholders to generate engagement with sustainability policy development, implementation and continuous improvement
- review and improve sustainability policies.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- outline the environmental or sustainability legislation, regulations and codes of practice applicable to the organisation identify internal and external sources of information and explain how they can be used to plan and develop the organisation's sustainability policy

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- explain policy development processes and practices
- outline organisational systems and procedures that relate to sustainability
- outline typical barriers to implementing policies and procedures in an organisation and possible strategies to address them.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the sustainability field of work and include access to:

- relevant legislation, regulations, standards and codes
- relevant workplace documentation and resources
- case studies and, where possible, real situations
- interaction with others.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBTEC201 Use business software applications

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Application

This unit describes the skills and knowledge required to select and use software and organise electronic information and data.

The unit applies to those who use a limited range of practical skills with a fundamental knowledge of equipment use and the organisation of data in a defined context, under direct supervision or with limited individual responsibility.

No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.

Unit Sector

Digital Competence - Technology Use

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Select and prepare to use technology	1.1 Identify task purpose, audience, format and presentation requirements, and clarify with relevant personnel, where required 1.2 Select relevant technology and software applications to achieve requirements of the task 1.3 Adjust workspace, furniture and equipment to suit own ergonomic requirements
2. Input and process information or data	2.1 Identify and open application, according to task and organisational requirements 2.2 Enter information or data into application according to organisational requirements

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ELEMENT	PERFORMANCE CRITERIA
	2.3 Ensure information or data is checked and amended according to organisational and task requirements 2.4 Format information or data using appropriate application functions according to organisational and task requirements 2.5 Use relevant help functions to overcome simple issues
3. Finalise and store document	3.1 Review and edit final information or data, and prepare for storage in accordance with organisational and task requirements 3.2 Name and store document and exit application

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

SKILL	DESCRIPTION
Reading	• Recognises and interprets information from familiar sources to determine job role and task requirements
Writing	• Produces and amends files to meet task and organisational requirements • Completes required documentation using organisational formats

Unit Mapping Information

Supersedes and is equivalent to:

- BSBITU211 Produce digital text documents
- BSBITU212 Create and use spreadsheets
- BSBWOR204 Use business technology.

Supersedes but is not equivalent to BSBCUE301 Use multiple information systems.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBTEC201 Use business software applications

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- select and use at least three business software applications on two occasions each.

In the course of the above, the candidate must:

- select and use technology safely and according to organisational requirements
- identify and address faults according to requirements.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- key features of:
  - organisation's work health and safety requirements relevant to own role
  - organisation's requirements for file naming and storage
  - applications used for organising electronic information and data.

Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

- workplace equipment and resources
- electronic files, information and data
- workplace documentation.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

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Links

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BSBTEC301 Design and produce business documents

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Application

This unit describes the skills and knowledge required to design and produce various business documents. It includes selecting and using a range of functions on a variety of computer applications.

The unit applies to those who possess fundamental skills in computer operations. They may exercise discretion and judgement using appropriate theoretical knowledge of document design and production to provide technical advice and support to a team.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Digital Competence - Technology Use

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Select and prepare resources	1.1 Select and use technology and software applications to produce required business documents 1.2 Select layout and style of publication according to information and organisational requirements 1.3 Use basic design principles and ensure document design is consistent with organisational requirements 1.4 Discuss and clarify format and style with required stakeholder
2. Design document	2.1 Identify, open and create files according to task and organisational requirements 2.2 Design document and ensure efficient entry of information

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ELEMENT	PERFORMANCE CRITERIA
	2.3 Use a range of functions to ensure consistency of design and layout
3. Produce document	3.1 Complete document production according to organisational policies, procedures and requirements 3.2 Check document produced to ensure it meets task requirements for style and layout 3.3 Store document appropriately and save document 3.4 Use help function to overcome basic difficulties with document design and production, where required
4. Finalise document	4.1 Proofread document for readability, accuracy and consistency of language, style and layout prior to final output 4.2 Modify document according to task requirements 4.3 Name and store document in accordance with organisational requirements and exit application 4.4 Present document according to task requirements

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

SKILL	DESCRIPTION
Reading	• Recognises and interprets textual information from a range of sources to determine and adhere to requirements
Writing	• Develops documents using required format, accurate spelling and grammar and terminology specific to requirements • Organises content to support purposes and audience of material, using clear and logical language
Self-management	• Recognises and follows explicit and implicit protocols and meets expectations associated with own role

Unit Mapping Information

Supersedes and is equivalent to:

- BSBITU306 Design and produce business documents
- BSBITU313 Design and produce digital text documents.

Supersedes but is not equivalent to:

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- BSBINT305 Prepare business documents for the international trade of goods
- BSBITU309 Produce desktop published documents.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBTEC301 Design and produce business documents

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- design, produce and finalise four different types of business documents, using at least two different software applications.

In the course of the above, the candidate must:

- comply with organisational policies and procedures for producing business documents
- adhere to task requirements when producing documents including:
  - applying basic design principles
  - applying consistent formatting
  - using appropriate styles
  - using correct layouts
  - proofreading
- use required data storage options.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- technology required to produce document
- key functions and features of contemporary computer applications
- organisational policies and procedures
- organisational requirements for document design, including style guide.

Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

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This includes access to:

- workplace equipment and resources
- relevant software applications
- style guide
- organisational policies and procedures.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBTEC403 Apply digital solutions to work processes

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Application

This unit defines the skills, knowledge and outcomes to integrate digital technologies into common management practice.

The unit applies to supervisors, teams, and new and emerging leaders who need to apply digital vision and solutions within structured work environments.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Digital Competence - Technology Use

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Use digital workplace information	1.1 Identify available workplace digital applications for communications, technologies and networks 1.2 Locate and use digital information 1.3 Review digital information sources for validity and reliability 1.4 Create, store and retrieve information in digital format 1.5 Continuously review trends and innovations in relevant digital technology suitable for workplace innovation
2. Integrate digital solutions into work processes	2.1 Identify areas in workplace that could integrate digital solutions 2.2 Select digital solutions required in workplace operations 2.3 Review digital solutions that are fit for purpose and according to organisational policies and procedures

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ELEMENT	PERFORMANCE CRITERIA
	2.4 Implement digital solutions into workplace operations 2.5 Identify and adopt digital media protocols and conventions 2.6 Train and support team members in the application of digital solutions
3. Comply with intellectual property rights	3.1 Identify relevant intellectual property legislation, regulations and the organisational policy 3.2 Review digital process and applications and confirm compliance with intellectual property requirements 3.3 Document, register and report relevant matters related to intellectual property

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

SKILL	DESCRIPTION
Reading	• Sources, analyses and interprets information in the context of organisational strategy and compliance requirements
Writing	• Develops texts dealing with complex concepts using specialised and detailed language to convey explicit information, requirements and recommendations in accordance with legal and organisational requirements
Oral communication	• Presents information using language and features appropriate to the audience
Teamwork	• Uses a collaborative instructional approach to encourage, support and develop understanding and skills in others

Unit Mapping Information

Supersedes and is equivalent to BSBMGT407 Apply digital solutions to work processes.

Supersedes but is not equivalent to:

- BSBCUE407 Administer customer engagement technology
- BSBITS411 Maintain and implement digital technology
- BSBMGT519 Incorporate digital solutions into plans and practices.

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Links

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Assessment Requirements for BSBTEC403 Apply digital solutions to work processes

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- implement at least two digital solutions in the work processes of an organisation or work area.

In the course of the above, the candidate must:

- identify digital applications, services and information and evaluate them for use in the workplace including:
  - checking the validity and reliability of digital information
  - monitoring trends and innovations in digital technology
  - selecting digital services and solutions suitable for the workplace
  - compliance to relevant legislation, regulations and organisational policies
- identify and implement protocols and procedures to integrate digital services and solutions including:
  - intellectual property requirements
  - digital media protocols and conventions
  - storage and retrieval of digital information
  - training, mentoring and other support for team members.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- legislation, regulations, and organisational policies and procedures relevant to working with digital technology and information
- strategies to train and support team members in applying digital technology
- key elements to consider when evaluating whether digital technology and information options are fit for purpose

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- intellectual property risks to organisation in relation to digital technology.

Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

- relevant legislation and regulations
- workplace documentation and resources.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBWHS503 Contribute to the systematic management of WHS risk

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to contribute to the systematic management of work health and safety (WHS) risk.

It applies to individuals who provide specialised knowledge, systematic approaches and guidance to a range of personnel.

NOTE: The terms 'occupational health and safety' (OHS) and 'work health and safety' (WHS) are equivalent and generally either can be used in the workplace. In jurisdictions where the National Model WHS Legislation has not been implemented RTOs are advised to contextualise the unit of competency by referring to the existing State/Territory OHS legislative requirements.

No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.

Unit Sector

Regulation, Licensing and Risk – Work Health and Safety

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1 Access information and data to contribute to the	1.1 Identify sources of information and data 1.2 Obtain information and data to determine the purposes,

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ELEMENT	PERFORMANCE CRITERIA
systematic management of WHS risk	objectives, principles and framework of a systematic approach to managing WHS risk
2 Contribute to effective consultation and participation during all stages of risk management	2.1 Identify individuals and parties who need to participate and be consulted 2.2 Apply knowledge of effective consultation and participation to contribute to ensuring effective consultation and participation processes occur
3 Contribute to establishing the context for risk management	3.1 Apply knowledge of WHS legislation to identify duty holders and legislative requirements for WHS risk management 3.2 Identify individuals and parties impacting on risk management 3.3 Apply knowledge of organisation to identify factors that will impact on risk control 3.4 Contribute to establishing the context of the risk management process 3.5 Contribute to defining risk criteria
4 Contribute to risk assessment	4.1 Apply knowledge of workplace hazards and risks to contribute to risk identification 4.2 Apply knowledge of WHS legislation, risk assessment and workplace WHS information and data to contribute to risk analysis and evaluation
5 Contribute to risk treatment	5.1 Apply knowledge of WHS hazard and risk control, and WHS legislation to contribute to the selection of risk treatment options 5.2 Apply knowledge of the organisation's WHS management system (WHSMS) and WHS information system (WHSIS) to prepare and implement risk treatment/s
6 Contribute to monitoring, reviewing and recording risk management process	6.1 Apply knowledge of the organisation's WHSMS to contribute to monitoring and reviewing risk management processes 6.2 Apply knowledge of the organisation's WHSIS to contribute to recording risk management process

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

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Skill	Performance Criteria	Description
Reading	1.1, 1.2, 2.1, 3.1,	• Organises, evaluates and integrates information from a range of sources to determine requirements
Writing	2.2, 3.4, 3.5, 4.2, 5.2, 6.2	• Records results of investigations using clear and comprehensible language and layout • Creates a range of formal texts using industry language appropriate to audience and environment
Oral Communication	2.2, 3.4, 3.5, 4.2	• Uses listening and questioning techniques to clarify understanding and elicit the views of others • Presents information varying level of technical vocabulary to suit audience
Numeracy	1.1, 4.1, 4.2, 6.1, 6.2	• Collates, interprets and compares numerical and statistical information relevant to requirements
Navigate the world of work	3.1, 4.2, 5.1, 5.2, 6.1, 6.2	• Considers legal and regulatory responsibilities when implementing, monitoring or reviewing risk management processes
Interact with others	2.2, 3.4, 3.5, 4.2	• Identifies and uses appropriate conventions and protocols when communicating with others • Plays a lead role in situations requiring effective collaboration skills demonstrating the ability to guide discussions and negotiate outcomes
Get the work done	1.1, 1.2, 2.1, 3.1-3.3, 4.1, 4.2, 5.1, 5.2, 6.1, 6.2	• Develops plans or processes to manage relatively complex risk management tasks, with an awareness of how they contribute to operational and strategic goals • Considers whether, and how, others should be involved, using consultative or collaborative processes as an integral part of the decision-making process • Applies problem solving processes to determine solutions to risk management issues • Uses analytical and lateral thinking to review practices and suggest improvements • Uses a range of digitally based technology and applications to access, organise and share relevant information in effective ways

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status

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Code and title current version	Code and title previous version	Comments	Equivalence status
BSBWHS503 Contribute to the systematic management of WHS risk	BSBWHS503A Contribute to the systematic management of WHS risk	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBWHS503 Contribute to the systematic management of WHS risk

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- identify, interpret and apply information from a range of sources to contribute to the development, implementation, monitoring and evaluation of a systematic approach to work health and safety (WHS) risk management
- apply WHS Acts, regulations codes of practice and standards, including the Safe Work Australia model Code of Practice: How to Manage Work Health and Safety Risks
- identify duty holders
- explain the differences between a hazard and a risk and identify hazards and risks in the organisation
- prepare an action plan to implement a systematic approach to WHS risk management
- prepare positive performance indicators for evaluation of a systematic approach to WHS risk management
- consult effectively with relevant stakeholders.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- describe formal and informal communication and consultation processes, and key personnel related to communication, including duty holders
- explain how the characteristics and composition of the workforce impact on WHS risk and the management of WHS with reference to:
  - communication skills
  - cultural background/diversity
  - gender
  - labour market changes

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  - language, literacy and numeracy
  - structure and organisation of the workforce, for example part time, casual and contract workers, shift rosters, geographical location
  - workers with specific needs and limitations
  - workplace culture towards alcohol and other drug use
- describe internal and external sources of WHS information and data, and explain how to access these sources
- outline the limitations of generic hazard identification and risk assessment checklists, and risk ranking processes
- describe the nature of workplace processes including work flow, planning and control and hazards relevant to the workplace
- describe organisational behaviour and culture as it impacts on WHS, change and the work team
- describe the key features of organisational WHS policies, procedures, processes and systems
- identify other functional areas in the organisation that impact on the management of WHS
- outline the key features of relevant commonwealth and state/territory WHS Acts, regulations, codes of practice, standards and guidance material
- describe the key principles and/or practices of:
  - a systematic approach to managing WHS
  - duty of care including concepts of causation, foreseeability and prevention
  - incident causation and injury processes
- describe risk analysis and assessment techniques and tools, and their application and limitations
- explain risk, as the effect of uncertainty, on objectives
- explain the duty of persons conducting businesses or undertakings (PCBUs) in regard to risk management under WHS legislation
- describe the sources of occupational disease and their prevention
- describe standard industry controls for hazards
- describe techniques, tools and processes for identifying and controlling health and safety hazards and risks including :
  - hazard and risk checklists
  - hazard hunts
  - job safety analysis
  - manifests and registers including dangerous goods, hazardous chemicals and plant
  - safe work method statements
  - surveys using questionnaires, interviews and other survey techniques
  - workplace inspections and walk throughs
- describe the key features of the toxicology of hazardous chemicals and potential health effects in the workplace.

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Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced by individuals carrying out work health and safety duties in the workplace and include access to:

- relevant WHS legislation, standards, codes of practice and guidelines
- workplace policies and procedures and documentation
- case studies and, where possible, real situations
- interaction with others.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBWOR204 Use business technology

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to select and use computer software and organise electronic information and data.

It applies to individuals who apply a limited range of practical skills with a fundamental knowledge of equipment use and the organisation of data in a defined context, under direct supervision or with limited individual responsibility.

No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.

Unit Sector

Industry Capability – Workplace Effectiveness

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Select and use technology	1.1 Select appropriate technology and software applications to achieve requirements of the task 1.2 Adjust workspace, furniture and equipment to suit user's ergonomic requirements 1.3 Use technology according to organisational requirements and in a way that promotes a safe work environment
2. Process and organise	2.1 Identify, open, generate or amend files and records according

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ELEMENT	PERFORMANCE CRITERIA
data	to task and organisational requirements 2.2 Operate input devices according to organisational requirements 2.3 Store data appropriately and exit applications without damage to or loss of, data 2.4 Use manuals, training booklets and/or online help or helpdesks to overcome basic difficulties with applications
3. Maintain technology	3.1 Identify and replace used technology consumables in accordance with manufacturer's instructions and organisational requirements 3.2 Carry out and/or arrange routine maintenance to ensure equipment is maintained in accordance with manufacturer's instructions and organisational requirements 3.3 Identify equipment faults accurately and take action in accordance with manufacturer's instructions or report fault to designated person

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.3, 2.1, 2.2, 2.4, 3.1-3.3	• Recognises and interprets information from familiar sources to determine job role and task requirements
Writing	2.1, 2.3, 3.2, 3.3	• Produces and amends files to meet task and organisational requirements • Completes required documentation using organisational formats
Oral Communication	3.3	• Uses specific and relevant language to refer faults to others
Navigate the world of work	1.2, 1.3, 2.1, 2.2, 3.1-3.3	• Recognises and follows legislative requirements and organisational policies and procedures associated with own role
Get the work done	1.1, 1.3, 2.1-2.4, 3.1-3.3	• Uses business technologies and systems safely, when gathering, storing, accessing and sharing information • Understands purposes, specific functions and key

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		features of common digital systems and business tools • Operates digital systems and business tools effectively to complete routine tasks using some basic troubleshooting strategies as required

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
BSBWOR204 Use business technology	BSBWOR204A Use business technology	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBWOR204 Use business technology

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- select and use technology safely and according to organisational requirements
- access, retrieve and store required data
- demonstrate basic maintenance on a range of equipment using manuals or help-files
- identify and address faults according to requirements.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- outline the organisation's work health and safety requirements
- outline the organisation's requirements for file naming and storage
- explain why regular back-ups of data are done
- list 'routine maintenance' tasks
- summarise the procedure for addressing equipment faults.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the industry capability – workplace effectiveness field of work and include access to:

- office equipment and resources
- electronic files and data
- workplace documentation and equipment manuals
- case studies and, where possible, real situations

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- interaction with others.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBWOR501 Manage personal work priorities and professional development

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to create systems and process to organise information and prioritise tasks.

It applies to individuals working in managerial positions who have excellent organisational skills. The work ethic of individuals in this role has a significant impact on the work culture and patterns of behaviour of others as managers at this level are role models in their work environment.

No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.

Unit Sector

Industry Capability – Workplace Effectiveness

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Establish personal work goals	1.1 Serve as a positive role model in the workplace through personal work planning 1.2 Ensure personal work goals, plans and activities reflect the organisation's plans, and own responsibilities and accountabilities 1.3 Measure and maintain personal performance in varying work conditions, work contexts and when contingencies occur

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ELEMENT	PERFORMANCE CRITERIA
2. Set and meet own work priorities	2.1 Take initiative to prioritise and facilitate competing demands to achieve personal, team and organisational goals and objectives 2.2 Use technology efficiently and effectively to manage work priorities and commitments 2.3 Maintain appropriate work-life balance, and ensure stress is effectively managed and health is attended to
3. Develop and maintain professional competence	3.1 Assess personal knowledge and skills against competency standards to determine development needs, priorities and plans 3.2 Seek feedback from employees, clients and colleagues and use this feedback to identify and develop ways to improve competence 3.3 Identify, evaluate, select and use development opportunities suitable to personal learning style/s to develop competence 3.4 Participate in networks to enhance personal knowledge, skills and work relationships 3.5 Identify and develop new skills to achieve and maintain a competitive edge

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Learning	3.1, 3.2, 3.3, 3.4, 3.5	• Investigates and uses a range of strategies to develop personal competence
Reading	1.2, 3.1, 3.2	• Analyses and interprets textual information from organisational policies and practices or feedback to inform personal development planning
Writing	3.2	• Uses feedback to prepare reports that summarise ways to improve competence
Oral Communication	3.2	• Uses active listening and questioning to seek and receive feedback
Navigate the world of work	1.2, 2.1	• Understands how own role contributes to broader organisational goals • Considers organisational protocols when planning own career development

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Interact with others	1.1, 3.2, 3.4	• Selects and uses appropriate conventions and protocols when communicating with diverse stakeholders • Uses interpersonal skills to establish and build positive working relationships with others
Get the work done	1.1, 1.2, 1.3, 2.1, 2.2, 2.3, 3.1	• Plans and prioritises tasks in order to meet deadlines, manage role responsibilities and to manage own personal welfare • Identifies and uses appropriate technology to improve work efficiency

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
BSBWOR501 Manage personal work priorities and professional development	BSBWOR501B Manage personal work priorities and professional development	Updated to meet Standards for Training Packages Minor edits to clarify Performance Criteria	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBWOR501 Manage personal work priorities and professional development

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- use business technology to create and use systems and processes to organise and prioritise tasks and commitments
- measure and maintain personal work performance including assessing competency against competency standards and seeking feedback
- maintain an appropriate work-life balance to manage personal health and stress
- participate in networks
- develop a personal development plan which includes career objectives and an action plan
- develop new skills.

Note: if a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- explain principles and techniques involved in the management and organisation of:
  - performance measurement
  - personal behaviour, self-awareness and personality traits identification
  - a personal development plan
  - personal goal setting
  - time
- discuss management development opportunities and options for self
- describe methods for achieving a healthy work-life balance
- outline organisation’s policies, plans and procedures
- explain types of learning style/s and how they relate to the individual
- describe types of work methods and practices that can improve personal performance.

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Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the industry capability - workplace effectiveness field of work and include access to:

- workplace equipment and resources
- case studies and, where possible, real situations
- interaction with others.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBWOR502 Lead and manage team effectiveness

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to lead teams in the workplace and to actively engage with the management of the organisation.

It applies to individuals working at a managerial level who facilitate work teams and build a positive culture within their work teams. At this level, work will normally be carried out using complex and diverse methods and procedures requiring the exercise of considerable discretion and judgement, using a range of problem solving and decision making strategies.

No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.

Unit Sector

Industry Capability – Workplace Effectiveness

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Establish team performance plan	1.1 Consult team members to establish a common understanding of team purpose, roles, responsibilities and accountabilities in accordance with organisational goals, plans and objectives 1.2 Develop performance plans to establish expected outcomes, outputs, key performance indicators (KPIs) and goals for work team 1.3 Support team members in meeting expected performance

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ELEMENT	PERFORMANCE CRITERIA
	outcomes
2. Develop and facilitate team cohesion	2.1 Develop strategies to ensure team members have input into planning, decision making and operational aspects of work team 2.2 Develop policies and procedures to ensure team members take responsibility for own work and assist others to undertake required roles and responsibilities 2.3 Provide feedback to team members to encourage, value and reward individual and team efforts and contributions 2.4 Develop processes to ensure that issues, concerns and problems identified by team members are recognised and addressed
3. Facilitate teamwork	3.1 Encourage team members and individuals to participate in and to take responsibility for team activities, including communication processes 3.2 Support the team in identifying and resolving work performance problems 3.3 Ensure own contribution to work team serves as a role model for others and enhances the organisation's image for all stakeholders
4. Liaise with stakeholders	4.1 Establish and maintain open communication processes with all stakeholders 4.2 Communicate information from line manager/management to the team 4.3 Communicate unresolved issues, concerns and problems raised by team members and follow-up with line manager/management and other relevant stakeholders 4.4 Evaluate and take necessary corrective action regarding unresolved issues, concerns and problems raised by internal or external stakeholders

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description

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Reading	1.1, 4.4	• Analyses and interprets textual information from the organisation's policies, goals and objectives to establish team goals or to determine corrective action
Writing	1.2, 2.1, 2.2, 2.4, 4.2, 4.3, 4.4	• Prepares written reports and workplace documentation that communicate complex information clearly and effectively
Oral Communication	1.1, 2.3, 3.1, 4.1, 4.2, 4.3	• Engages in discussions or provides information using appropriate vocabulary and non-verbal features • Uses listening and questioning techniques to confirm understanding and to engage the audience
Navigate the world of work	1.1, 2.1, 2.2, 3.3	• Understands how own role contributes to broader organisational goals • Modifies or develops policies and procedures to achieve organisational goals
Interact with others	1.1, 1.3, 2.2, 2.3, 3.1, 3.2, 4.2, 4.3	• Selects and uses appropriate conventions and protocols when communicating with diverse stakeholders • Uses interpersonal skills to gain trust and confidence of team and provides feedback to others in forms that they can understand and use • Adapts personal communication style to build positive working relationships and to show respect for the opinions, values and particular needs of others • Plays a lead role in situations requiring effective collaboration, demonstrating high level conflict resolution skills and ability to engage and motivate others
Get the work done	1.2, 2.1, 2.2, 2.4, 3.2, 4.1, 4.3, 4.4	• Develops, implements and monitors plans and processes to ensure team effectiveness • Monitors and actively supports processes and development activities to ensure the team is focused on work outcomes • Plans for unexpected outcomes and implements creative responses to overcome challenges

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
BSBWOR502 Lead and manage team effectiveness	BSBWOR502B Ensure team effectiveness	Updated to meet Standards for Training Packages	Equivalent unit

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Code and title current version	Code and title previous version	Comments	Equivalence status
		Title change	

Links

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Assessment Requirements for BSBWOR502 Lead and manage team effectiveness

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- use leadership techniques and strategies to facilitate team cohesion and work outcomes including:
  - encouraging and fostering shared understanding of purpose, roles and responsibilities
  - identifying and resolving problems
  - providing feedback to encourage, value and reward others
  - modelling desired behaviour and practices
- develop policies and procedures to ensure team members take responsibility for own work and assist others to undertake required roles and responsibilities
- establish processes to address issues and resolve performance issues
- support team to meet expected performance outcomes including providing formal and informal learning opportunities as needed
- develop performance plans with key performance indicators (KPIs), outputs and goals for individuals or the team which incorporate input from stakeholders
- communicate effectively with a range of stakeholders about team performance plans and team performance
- facilitate two-way flow of information between team and management relevant to team performance
- evaluate and take necessary corrective action regarding unresolved issues, concerns and problems raised by internal or external stakeholders.

Note: if a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- explain how group dynamics can support or hinder team performance

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- outline strategies that can support team cohesion, participation and performance
- explain strategies for gaining consensus
- explain issue resolution strategies.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the industry capability - workplace effectiveness field of work and include access to:

- workplace documents
- case studies and, where possible, real situations
- office equipment and resources
- interaction with others.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBWRK506A Coordinate research and analysis

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit describes the performance outcomes, skills and knowledge required to coordinate and undertake major research projects on behalf of the union. It covers planning research, coordinating and undertaking the research process, managing information systems, compiling reports and evaluating the research process. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

Application of the Unit

Application of the unit	This unit applies to individuals with a well established, sound theoretical knowledge base in unionism and industrial relations who provide leadership to members and staff in the union workplace. They carry high levels of responsibility and work at a senior level in the organisation.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units		

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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 and implement a project plan to undertake research activities	1.1. Define and agree ***research project*** objectives and timeframes 1.2. Plan research process and implement in accordance with union policies and procedures 1.3. Ensure agreed project phases, approval and review points are implemented to accommodate all project management function requirements 1.4. Evaluate research process and report in relation to established project baselines to provide appropriate measures of performance
2. Coordinate and undertake the research process	2.1. Define information needs based on work objectives and organisational requirements 2.2. Identify and allocate appropriate resources 2.3. Allocate tasks to identified staff and gain support for the project 2.4. Develop ***strategies*** to acquire required information 2.5. Communicate the methods and aims of the research clearly 2.6. Research information in a timely and thorough way and within resource allocation 2.7. Monitor progress of research project and adjust to

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ELEMENT	PERFORMANCE CRITERIA
	respond to internal and external factors
3. Analyse information and apply the results of analysis	3.1. Ensure ***specialist data and information*** is collected, consolidated and analysed to recommend outcomes and to advise trends to senior staff 3.2. Develop appropriate analytical techniques and processes, and apply to information in order to achieve defined objectives and meet requirements 3.3. Analyse information to identify facts, issues, patterns, interrelationships and trends 3.4. Undertake all work in a timely manner and meet defined standards of the union
4. Manage information systems	4.1. Maintain ***information systems*** so that data and system integrity is guaranteed 4.2. Maintain a range of standard and complex information systems and applications in accordance with organisational standards 4.3. Integrate information in a timely and coherent manner
5. Compile reports from information analysis	5.1. Use the findings from the analysis to provide advice and to develop policies and solutions which meet organisational requirements 5.2. Ensure reporting of results from analysis of information includes predictions, assumptions and constraints 5.3. Ensure reporting of results and analysis of information is logically sequenced, concise and clear
6. Evaluate the research process	6.1. Identify and communicate criteria for evaluating the effectiveness of research project and phases 6.2. Implement and monitor key measurements to evaluate the effectiveness of research processes 6.3. Debrief all staff involved in research project on progress and outcomes 6.4. Use appropriate strategies to ensure project outcomes are used effectively

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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REQUIRED SKILLS AND KNOWLEDGE
This section describes the skills and knowledge required for this unit.
Required skills
• high level research and analytical skills • project management skills • technology skills to store data and to manage information • well developed writing skills.
Required knowledge
• regional, national and international legislation and regulations relating to industrial relations, occupational health and safety (OHS), vocational education and training, equal opportunity and discrimination, trade practices • industry knowledge • union policies and procedures.

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 of the following is essential: • documented research project plan, with research objectives, and the outcomes of the research project which meet the stated objectives • examples of how information and data in the union is effectively gathered and managed • knowledge of the industry/s involved in the research.
Context of and specific resources for assessment	Assessment must ensure: • access to a range of research documentation • access to systems for gathering and storing data and information.
Method of assessment	A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:

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EVIDENCE GUIDE	
	• direct questioning combined with review of portfolios of evidence and third party workplace reports of on-the-job performance by the candidate • review of agreedresearch project objectives and timeframes • oral or written questioning to assess knowledge of union policies and procedures • assessment of written reports • review of strategies developed to acquire required information • evaluation of how the methods and aims of the research were communicated.
Guidance information for assessment	Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example: • other workplace relations units.

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.	
Research projects could involve:	• analysis of industry specific trends, statistics and issues • comparative national and international developments • information and analysis needed to develop a campaign, strategic plan, industry or sector plan and strategy, or to bargain effectively with employers • information and analysis to conduct a strategic comprehensive corporate or community campaign
Strategies could include:	• commissioned research • computer- or web-based research

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RANGE STATEMENT	
	• establishing expert or pre-eminent opinions • joint/collaborative work with academics, economists, social researchers, political parties, international agencies and industry groups • use of focus groups, polls and surveys
Specialist data and information could include:	• information for a specific cultural or gender perspective • information, research and data in relation to corporations and inter-related bodies and connections within an industry and the economy • labour market, industry and employment statistics and related research • OHS statistics and related research • political and community polling around specific policy issues • vocational education and training statistics and related research
Information systems may involve:	• databases and the use of spreadsheets, graphs, trend and time series, and mathematical equations

Unit Sector(s)

Unit sector	

Competency field

Competency field	Workforce Development - Workplace Relations

Co-requisite units

Co-requisite units		

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Co-requisite units		

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BSBWRT411 Write complex documents

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Application

This unit describes the skills and knowledge required to plan, draft and finalise complex documents.

The unit applies to individuals who work in a range of business environments and are skilled in the creation of documents that are more complex than basic correspondence, memos and/or forms and that require review and analysis of a range of information sources.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Social Competence – Written Communication

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Plan complex document	1.1 Determine audience, purpose and requirements of document according to organisation policies and procedures 1.2 Determine required format, style and structure for document 1.3 Establish method of communication 1.4 Develop content overview of document 1.5 Determine categories and logical sequence of information according to proposed structure, content and document requirements
2. Draft complex document	2.1 Confirm information is cohesive and satisfies document purpose and requirements 2.2 Develop draft document to communicate data, information and

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ELEMENT	PERFORMANCE CRITERIA
	knowledge according to organisational policies and procedures 2.3 Identify gaps in required data, information and knowledge, and collect additional material from relevant sources, if required 2.4 Draft text according to document purposes and requirements
3. Finalise complex document	3.1 Review draft text and confirm document purpose and requirements are met 3.2 Check grammar, spelling and style for accuracy and punctuation 3.3 Confirm draft text is approved by relevant organisation personnel 3.4 Review and incorporate any amendments in final copy 3.5 Apply basic design elements for document appropriate to audience and purpose 3.6 Check document and confirm all requirements are met

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

SKILL	DESCRIPTION
Reading	• Interprets a variety of text to determine and confirm task requirements • Proofreads document checking for grammar, spelling, structure, and suitability of style and format for audience
Oral Communication	• Uses listening and questioning skills to seek additional information or confirmation of task completion
Self-management	• Follows accepted communication practices and protocols when seeking information or feedback from others • Takes responsibility for planning, sequencing and prioritising tasks to achieve required outcomes
Technology	• Uses the main features and functions of digital tools to complete work tasks

Unit Mapping Information

Supersedes and is equivalent to BSBWRT401 Write complex documents.

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Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBWRT411 Write complex documents

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- plan, draft and finalise three different complex documents that convey the required information in a format suitable for the intended audience and purpose according to organisational policies and procedures for document production.

In the course of the above, the candidate must:

- review and analyse a range of information sources
- use business technology to apply formatting and incorporate graphics
- apply organisation style guide/house style.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- organisation style guide/house style
- format and its impact on readability, cohesion and appearance of document
- categories and logical sequences of information
- rules and conventions for written English
- key features of word processing software
- key features of written communication methods, including:
  - general emails
  - procedures
  - business letters
  - meeting agendas
- organisational policies and procedures relating to written communication
- process for checking:
  - suitability of document for audience, purpose, format, and structure

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    - grammar, spelling and style for accuracy and punctuation
- key text elements including basic design elements.

Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

- office equipment and resources
- organisational policies and procedures
- organisational style guides.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBXTW301 Work in a team

Modification History

Release	Comments
Release 2	This version first released with BSB Business Services Training Package Version 5.0. Version created to rectify typographical error
Release 1	This version first released with BSB Business Services Training Package Version 4.0.

Application

This unit describes the skills and knowledge required to work effectively as part of permanent or project based teams in a workplace within an industry.

This unit applies to a wide range of workers, but has a specific focus on the teamwork skills required for workers with limited responsibility for others.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Cross Sector Skill

Elements and Performance Criteria

Elements Elements describe the essential outcomes.	**Performance Criteria** Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Identify individual work tasks within a team	1.1 Identify own responsibilities according to organisational policies and procedures 1.2 Identify own role and task requirements within team 1.3 Articulate team structure and roles of other team members 1.4 Plan and prioritise own tasks according to given time frames and

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	team requirements
2. Contribute effectively to team goals	2.1 Identify team goals and own responsibilities relevant to achieving team goals 2.2 Contribute ideas and information in team planning discussions 2.3 Share knowledge and skills with team members to enable effective teamwork and seek or offer support as required
3. Work effectively with team members	3.1 Communicate clearly and respectfully with team members, considering the needs of those from diverse backgrounds and roles 3.2 Collaborate effectively with team members, including those who are working remotely on workplace issues 3.3 Seek and provide assistance and feedback to team members where appropriate
4. Communicate effectively with team leaders	4.1 Receive and confirm understanding of task instructions or directions 4.2 Communicate personal commitments in a timely manner 4.3 Identify and report any issues preventing the completion of workplace tasks, according to organisational requirements 4.4 Seek and act upon feedback to improve personal performance and/or behaviour

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

Skill	**Description**
Interact with others	• Uses appropriate communication practices when communicating with others • Cooperates and collaborates with team members
Get the work done	• Plans and implements routine tasks and workload making limited decisions on sequencing, timing and collaboration, seeking assistance in setting priorities • Uses digital technology to find, record or communicate information

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Unit Mapping Information

No equivalent unit. New unit.

Links

Companion Volume Implementation Guides are available from VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBXTW301 Work in a team

Modification History

Release	Comments
Release 2	This version first released with BSB Business Services Training Package Version 5.0. Version created to rectify typographical error
Release 1	This version first released with BSB Business Services Training Package Version 4.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria, and foundation skills of this unit, including on at least one occasion, evidence of the ability to:

- identify individual and team roles and responsibilities
- plan assigned tasks according to priorities and deadlines, and in accordance with organisational requirements
- contribute to achievement of team goals
- share knowledge, ideas and problems with team members
- act on feedback in a constructive manner
- collaborate with a remote team member on a workplace issue.
-

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- organisational requirements relevant to working in a workplace team:
  - workplace policies
  - codes of conduct
  - organisational reputation and culture
- typical compositions of workplace teams, and the roles and responsibilities of team members within organisations
- techniques for giving and receiving feedback in a constructive manner
- methods to support team members
- key principles of cross-cultural communication and communication with individuals with special needs or disabilities

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- methods and tools to work with others remotely:
  - collaboration via phone or mobile
  - collaboration via video conference
  - collaboration via other digital tools or software
- issues that may impact team performance and outcomes
- techniques to collaborate effectively with those working remotely.
-

Assessment Conditions

Mandatory conditions for assessment include:

- A safe working or simulated environment

Assessors of this unit must satisfy the assessor requirements in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guides are available from VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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CPCCBC4001 Apply building codes and standards to the construction process for Class 1 and 10 buildings

Modification History

Release 1 This version first released with CPC Construction, Plumbing and Services Training Package Release 5.0.

Supersedes and is not equivalent to CPCCBC4001A Apply building codes and standards to the construction process for low rise building projects.

CPCCBC4001A Apply building codes and standards to the construction process for low rise buildings has been split into two units, one for residential low-rise buildings and one for commercial low-rise buildings.

Attainment of both CPCCBC4001 and CPCCBC4053 is equivalent to CPCCBC4001A.

Updated to meet the Standards for Training Packages 2012.

Application

This unit of competency specifies the skills and knowledge required to access, interpret and apply relevant building codes and standards applicable to the National Construction Code (NCC) Classes 1 and 10 buildings, to a maximum of two storeys. It includes knowledge of the structure of the NCC, as well as the ability to access relevant information from the code as applicable to various building projects.

It applies to builders, site managers and related construction industry professionals responsible for ensuring compliance with building codes and standards related to residential construction projects.

This unit of competency is suitable for those using specialised knowledge to complete routine and non-routine tasks and using their own judgement to deal with predictable and sometimes unpredictable problems.

Completion of the general construction induction training program specified by the model Code of Practice for Construction Work is required for any person who is to carry out construction work. Achievement of *CPCCWHS1001 Prepare to work safely in the construction industry* meets this requirement.

Licensing, regulatory or registration requirements apply to this unit of competency in some jurisdictions. Relevant state and territory regulatory authorities should be consulted to confirm these requirements.

Pre-requisite Unit

Nil.

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Unit Sector

Building and Construction

Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe what needs to be done to demonstrate achievement of the element.	
1 Classify building.	1.1	Determine nature of building, its use and arrangement from construction plans and specifications.
	1.2	Access, read and interpret relevant Australian Standards and codes for residential building and construction projects.
	1.3	Define classification of building from the NCC.
	1.4	Identify and interpret multiple classifications from the NCC.
2 Determine construction compliance requirements.	2.1	Identify NCC Performance Requirements relevant to Class 1 and 10, up to two storeys, building projects.
	2.2	Determine range of criteria to ensure that construction methods comply with NCC Performance Requirements.
	2.3	Identify and document non-conforming construction methods against NCC Performance Requirements.
	2.4	Propose and discuss Performance Solution with design and building and construction professionals.
	2.5	Analyse and apply Assessment Methods to determine compliance with Performance Solution or Deem-to-Satisfy Solution (DTS).
	2.6	Meet the evidence of suitability requirements for building materials and products stated in the NCC.
	2.7	Complete relevant documentation to meet NCC requirements.
3 Determine fire	3.1	Identify NCC and other legislative requirements for

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protection requirements.		passive and active fire control elements in buildings.
	3.2	Determine level of fire resistance required for the construction of various buildings.
	3.3	Check existing buildings for compliance with passive and active fire protection requirements.

Foundation Skills

As well as the foundation skills explicit in the performance criteria of this unit, candidates require:

- problem-solving skills to:
  - analyse non-conforming construction methods, define key problem and produce appropriate solution
  - seek clarification of appropriate solution to meet construction method compliance
- technology skills to:
  - use digital tools and devices to communicate and collaborate effectively with others
  - use equipment and programs to access, extract information and develop relevant documentation.

Unit Mapping Information

Supersedes and is not equivalent to CPCCBC4001A Apply building codes and standards to the construction process for low rise building projects.

CPCCBC4001A Apply building codes and standards to the construction process for low rise buildings has been split into two units, one for residential low-rise buildings and one for commercial low-rise buildings.

Attainment of both CPCCBC4001 and CPCCBC4053 is equivalent to CPCCBC4001A.

Links

Companion volumes to this training package are available at the VETNet website - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=7e15fa6a-68b8-4097-b099-030a5569b1ad

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Assessment Requirements for CPCCBC4001 Apply building codes and standards to the construction process for Class 1 and 10 buildings

Modification History

Release 1 This version first released with CPC Construction, Plumbing and Services Training Package Release 5.0.

Supersedes and is not equivalent to CPCCBC4001A Apply building codes and standards to the construction process for low rise building projects.

CPCCBC4001A Apply building codes and standards to the construction process for low rise buildings has been split into two units, one for residential low-rise buildings and one for commercial low-rise buildings.

Attainment of both CPCCBC4001 and CPCCBC4053 is equivalent to CPCCBC4001A.

Updated to meet the Standards for Training Packages 2012.

Performance Evidence

To demonstrate competency, a candidate must meet the elements and performance criteria of this unit by applying codes and standards to the construction process of one Class 1 or 10 building project, to a maximum of two storeys.

In doing this, the candidate must:

- determine type of construction and use of building from construction plans and specifications and class of building using National Construction Code (NCC) classifications
- identify current building and construction codes and Australian Standards relevant to the building project
- apply NCC Performance Requirements in relation to the design and construction of the building:
  - energy efficiency
  - damp and weatherproofing
  - fire safety
  - health and amenity
  - structure
  - safe movement and access
  - ancillary provisions

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- apply Performance Solutions to ensure that construction complies with NCC Performance Requirements
- identify faults and problems and propose actions to rectify
- inspect a building to determine fire protection compliance with NCC and other legislative requirements.

Knowledge Evidence

To be competent in this unit, a candidate must demonstrate knowledge of:

- government building legislation, codes and standards:
  - the NCC:
    - Performance Requirements and General Requirements
    - Performance Solutions and Assessment Methods
    - Performance Hierarchy
    - evidence of suitability for building materials and products
    - classes of building and types of construction
- organisational policies and procedures, quality systems and best practice approaches
- workplace safety requirements
- properties, characteristics and limitations of specified building materials and components
- processes, procedures and techniques of construction
- basic building design principles and the behaviour of structures under stress, strain, compression, bending or combined actions
- causes and implications of building detects related to failure of applying building codes and standards to residential and commercial buildings
- extent of remedial work required for various defects cause by inadequate design and application of building codes and practices
- environmental requirements and sustainability principles and concepts
- project plans, specifications, working drawings and structural details
- construction terminology.

Assessment Conditions

Assessors must meet the requirements for assessors contained in the Standards for Registered Training Organisations.

Assessment can be undertaken in the workplace or in a simulated workplace environment.

A simulated environment is one that realistically replicates workplace conditions, materials and equipment, interactions with others and workplace irregularities, and which meets industry standards for safety and environmental practices.

Candidates must have access to:

- relevant government building and construction regulations
- current building and construction codes and standards
- NCC Volume 2

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- construction drawings, site plans and specifications
- organisational policies and procedures and other quality documentation to undertake the performance criteria and assessment requirements
- digital technology devices, applications and software to source and document information.

Links

Companion volumes to this training package are available at the VETNet website - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=7e15fa6a-68b8-4097-b099-030a5569b1ad

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CPCCBC4024 Resolve business disputes

Modification History

Release 1 This version first released with CPC Construction, Plumbing and Services Training Package Release 5.0.

Supersedes and is equivalent to CPCCBC4024A Resolve business disputes. Updated to meet the Standards for Training Packages 2012.

Application

This unit of competency specifies the skills and knowledge required to advise on or resolve business disputes that may arise during activities in residential and commercial contracting projects. It includes the development and implementation of dispute resolution processes and procedures.

This unit of competency applies to builders, site supervisors and related construction industry professionals responsible for resolving business disputes in a positive manner.

This unit of competency is suitable for people with specialised knowledge, completing routine and non-routine tasks and using their own judgement to deal with predictable and sometimes unpredictable problems.

Completion of the general construction induction training program specified by the model Code of Practice for Construction Work is required for any person who is to carry out construction work. Achievement of *CPCCWHS1001 Prepare to work safely in the construction industry* meets this requirement.

Licensing, regulatory or registration requirements apply to this unit of competency in some jurisdictions. Relevant state and territory regulatory authorities should be consulted to confirm these requirements.

Pre-requisite Unit

Nil.

Unit Sector

Building and Construction

Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe what needs to be done to demonstrate achievement of the element.

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1 Evaluate dispute information.	1.1	Review and evaluate information to identify the dispute issue, potential causes, circumstances and persons involved.
	1.2	Analyse and appraise contractual arrangements and agreements and relevant legislation.
	1.3	Identify risks and prepare contingency strategies.
	1.4	Obtain advice from senior managers and other professionals to develop a dispute resolution strategy.
	1.5	Follow dispute resolution procedure.
	1.6	Secure agreement for procedure from all parties.
2 Negotiate with parties.	2.1	Interview concerned parties individually to clarify reasons for dispute, issues and desired outcome.
	2.2	Conduct an inspection of work in dispute, as required, to determine compliance with the requirements.
	2.3	Develop solutions based on interview with parties, inspection of work and compliance with requirements to optimise likelihood of a favourable outcome.
	2.4	Offer parties recommended solutions to resolve dispute equitably and advise parties of legal processes should resolution not occur.
	2.5	Record and maintain dispute process, information and outcome.
3 Identify opportunities for dispute resolution.	3.1	Identify and detail process to consult with external arbitrators or conciliators when disputes cannot be resolved internally.
	3.2	Implement procedures to settle dispute promptly following statutory law, professional and organisational requirements.
	3.3	Communicate with relevant parties to ensure client satisfaction or follow up actions.

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Foundation Skills

As well as the foundation skills explicit in the performance criteria of this unit, candidates require:

- speaking and listening skills to:
  - actively listen and use observational and questioning techniques to identify different perspectives and confirm, clarify and revise understanding.

Unit Mapping Information

Supersedes and is equivalent to CPCCBC4024A Resolve business disputes

Links

Companion volumes to this training package are available at the VETNet website - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=7e15fa6a-68b8-4097-b099-030a5569b1ad

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Assessment Requirements for CPCCBC4024 Resolve business disputes

Modification History

Release 1 This version first released with CPC Construction, Plumbing and Services Training Package Release 5.0.

Supersedes and is equivalent to CPCCBC4024A Resolve business disputes. Updated to meet the Standards for Training Packages 2012.

Performance Evidence

To demonstrate competency in this unit, a candidate must meet the elements and performance criteria of this unit by resolving one construction project dispute.

In doing this, the candidate must:

- identify the nature of the dispute and identify the parties in the dispute
- document dispute details accurately and in sufficient terms to eliminate any ambiguity
- follow established dispute resolution procedures and develop and implement dispute resolution procedures where none are established
- maintain impartiality throughout the dispute resolution process.

Knowledge Evidence

To be competent in this unit, a candidate must demonstrate knowledge of:

- contractual and business frameworks underpinning the building and construction industry
- legislation and other guidelines:
  - common law
  - consumer law
  - contract law
  - government dispute resolution guidelines
  - privacy
- dispute resolution and conflict theory
- risk assessment and evaluation strategies
- negotiating processes and strategies
- industry dispute resolution guidelines
- organisational policies and procedures
- values and attitudes of various groups in the community that should be accounted for in discussions
- possible reactions and behaviours from persons in a dispute situation

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- dispute resolution procedures:
  - mutual resolution
  - on-site negotiations
  - reference to contractual obligations
  - arbitrated decisions
  - common law outcomes
  - litigated decisions
- causes of business disputes:
  - contract payment issues
  - different opinions about design, structural layout or dimensions
  - dissatisfaction with project progress
  - structural finish, quality, materials or construction methodology
- digital tools and devices to communicate and collaborate effectively with others
- a range of digitally-based technology and applications to access, extract integrate and compile information.

Assessment Conditions

Assessors must satisfy the requirements for assessors listed in the Standards for Registered Training Organisations.

Assessment can be undertaken in the workplace or in a simulated workplace environment.

A simulated environment is one that realistically replicates workplace conditions, materials and equipment, interactions with others and workplace irregularities, and which meets industry standards for safety and environmental practices.

Candidates must have access to:

- current building and construction codes and standards
- contracts, construction drawings and specifications
- relevant government legislation and other quality documentation to undertake the performance criteria and assessment requirements
- digital devices, applications and software to receive, record and save dispute information electronically.

Links

Companion volumes to this training package are available at the VETNet website - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=7e15fa6a-68b8-4097-b099-030a5569b1ad

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CPCCOM1015 Carry out measurements and calculations

Modification History

Release 1 This version first released with CPC Construction, Plumbing and Services Training Package Release 5.0.

Supersedes and is equivalent to CPCCCM1015 Carry out measurements and calculations. Updated to reflect current industry terminology, tools and equipment.

Application

This unit of competency specifies the skills and knowledge required to plan and undertake basic measurements and calculations to determine task and material requirements in a construction work environment.

A person working at this level would be expected to complete tasks assigned to them, under supervision.

Completion of the general construction induction training program specified by the model Code of Practice for Construction Work is required for any person who is to carry out construction work. Achievement of CPCCWHS1001 Prepare to work safely in the construction industry meets this requirement.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

None

Unit Sector

Common

Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe what needs to be done to demonstrate achievement of the element.
1 Obtain measurements.	1.1 Select most efficient and effective equipment and method for obtaining the measurement.

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	1.2	Use a rule or tape to obtain linear measurements accurate to one millimetre.
2 Perform basic calculations.	2.1	Take basic measurements and use basic formulas to calculate weight, area, volume, perimeter, circumference, ratio and percentage in a construction environment.
	2.2	Apply basic formulas to calculate quantities of materials.
	2.3	Convert measurements in metres to millimetres and measurements in millimetres to metres.
	2.4	Check calculations for accuracy and record calculation workings and results.

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

Supersedes and is equivalent to CPCCCM1015 Carry out measurements and calculations.

Links

Companion volumes to this training package are available at the VETNet website - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=7e15fa6a-68b8-4097-b099-030a5569b1ad

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Assessment Requirements for CPCCOM1015 Carry out measurements and calculations

Modification History

Release 1 This version first released with CPC Construction, Plumbing and Services Training Package Release 5.0.

Supersedes and is equivalent to CPCCCM1015 Carry out measurements and calculations. Updated to reflect current industry terminology, tools and equipment.

Performance Evidence

To demonstrate competency, a candidate must meet the performance criteria of this unit by taking measurements and performing calculations for three tasks on a construction work site.

The above measurements and calculations must include those required to determine:

- weight
- area
- volume
- perimeter
- circumference
- ratio
- percentage.

Knowledge Evidence

To be competent in this unit, a candidate must demonstrate knowledge of:

- types of equipment required for planning and performing basic measurements and calculations and their characteristics, uses and limitations:
  - rulers
  - tape measures
  - digital devices including electronic calculators
- methods of calculating the area and volume of the following:
  - rectangles
  - squares
  - circles
  - triangles
  - trapeziums
  - cubes

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- cylinders.

Assessment Conditions

Assessors must meet the requirements for assessors contained in the Standards for Registered Training Organisations.

This unit must be assessed in the workplace or a close simulation reflecting workplace conditions and standards, materials, equipment, activities, responsibilities, procedures, safety requirements and environmental considerations.

Links

Companion volumes to this training package are available at the VETNet website - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=7e15fa6a-68b8-4097-b099-030a5569b1ad

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CPPCMN4008 Read plans, drawings and specifications for residential buildings

Modification History

Release 1.

Replaces superseded equivalent CPPCMN4008A Read and extract information from plans, drawings and specifications for residential buildings.

This version first released with CPP Property Services Training Package Version 5.

Application

This unit of competency specifies the outcomes required to read and extract information from different types of plans, building drawings and specifications for residential buildings.

The unit supports workers in the property industry who are required to read and extract routine information from a variety of plans and drawings associated with residential buildings. It applies to real estate agents, property managers, strata managers, Nationwide House Energy Rating Scheme (NatHERS) assessors, home sustainability assessors and facility managers.

Licensing, legislative, regulatory or certification requirements apply to this unit in some States and Territories. Relevant state and territory regulatory authorities should be consulted to confirm those requirements.

Pre-requisite Unit

Nil

Competency Field

Common

Unit Sector

Property services

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Elements and Performance Criteria

Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.
1.	Identify and review plans and drawings.	1.1. Main ***types of plans and drawings*** for ***residential buildings*** are identified.
		1.2. Purpose of different types of plans and drawings are identified.
		1.3. ***Key features of each type of plan and drawing*** are identified.
2.	Check amendments to plans and drawings.	2.1. Title panel is checked to verify latest amendment to plans and drawings.
		2.2. Amendments to ***specifications*** are checked to ensure currency of information.
3.	Identify symbols, terms, abbreviations and shading used in plans and drawings.	3.1. Symbols used in plans and drawings are identified.
		3.2. Abbreviations used in plans and drawings are identified.
		3.3. Colouring and shading used in plans and drawings are identified.
		3.4. Building and construction terms used in plans and drawings are identified.
4	Locate and identify key features on a site plan.	4.1. Site is identified from location drawings.
		4.2. True north and building orientation are identified from details provided on site plan.
		4.3. ***Key features of site plan*** are identified.
5	Extract data from plans, drawings and specifications.	5.1. Key building features are identified in relevant plans and drawings.
		5.2. ***Data on key building features*** is extracted from relevant plans, drawings and specifications.
		5.3. Building codes or standards identified in specifications are identified.
		5.4. Key features of products included in specifications are identified.

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Foundation Skills

This section describes the language, literacy, numeracy and employment skills essential to performance in this unit but not explicit in the performance criteria.

Skill	Performance feature
Learning skills to:	• maintain current knowledge of types and application of plans, drawings and specifications for residential buildings.
Numeracy skills to:	• convert numerical values and scales shown on plans, drawings and specifications for buildings.
Reading skills to:	• read and interpret information about agency practices, industry conduct standards, and employment conditions.
Writing skills to:	• record information extracted during review.
Technology skills to:	• use computerised databases to locate relevant plans, drawings and specifications for residential buildings.

Range of Conditions

This section specifies work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included. Bold italicised wording, if used in the performance criteria, is detailed below.

Types of plans and drawings must include:

- drawings:
  - details
  - elevation
  - ground plans
  - layout drawings
- plans:
  - heritage and conservation overlays
  - landscaping and vegetation
  - locality
  - lot and common property survey plans
  - sites
  - strata plans
  - survey plans
- services drawings:
  - drainage

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- ducts
- piping
- vertical section
- waste disposal
- wiring

- sketches.

Residential buildings must include:

- any building categorised as Class 1, 2, 4 and 10a of the Building Code of Australia or in accordance with jurisdictional requirements.

Key features of each type of plan and drawing must include at least four of the following:

- certification
- compatibility
- construction
- dimensions
- legend
- location
- orientation
- quantities of materials
- scale
- sizes
- types of products or services.

Specifications must include at least two of the following:

- levels and survey information
- material technical data
- materials lists
- performance data
- schedules of quantities
- stress, load and bearing calculations.

Key features of site plan must include:

- access and egress
- common property
- contours and slopes
- drainage lines
- easements
- environmental and heritage overlays
- existing dwellings, buildings or other structures
- location and situation
- major geological and topographical features
- orientation
- paving
- retaining walls
- scale
- service connection points
- set backs

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- stormwater disposal
- trees and other vegetation.

Data on key building features must include:

- common property
- dimensions
- location
- materials
- ratings
- standards.

Unit Mapping Information

CPPCMN4008A Read and extract information from plans, drawings and specifications for residential buildings

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6f3f9672-30e8-4835-b348-205dfcf13d9b

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Assessment Requirements for CPPCMN4008 Read plans, drawings and specifications for residential buildings

Modification History

Release 1.

Replaces superseded equivalent CPPCMN4008A Read and extract information from plans, drawings and specifications for residential buildings.

This version first released with CPP Property Services Training Package Version 5.

Performance Evidence

A person demonstrating competency in this unit must satisfy all of the elements, performance criteria, foundation skills and range of conditions of this unit.

The person must read and extract information from different types of plans, building drawings and specifications for four different residential buildings.

The person must also source the plans, building drawings and specifications relating to each of the above buildings, and identify the information needed to respond to three routine workplace requests for information on each building.

In doing the above, the person must:

- identify different types of plans and drawings for residential buildings and their functions
- read and interpret plans, drawings and specifications for each residential building, including identifying key features, levels, contours, sections, service entry points, and site features
- check amendments to plans and drawings for each residential building
- identify symbols, terms and abbreviations used in the plans and drawings.

Knowledge Evidence

A person demonstrating competency in this unit must demonstrate knowledge of:

- building drawings, including:
  - drawing perspectives
  - features
  - scale

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  - symbols, terms and abbreviations used
  - types of building drawings and their respective purposes
- plans relevant to residential buildings:
  - heritage and conservation overlays
  - landscaping and vegetation
  - locality
  - lot and common property survey plan
  - sites
  - strata plan
  - survey plan
- key requirements of federal, state or territory building and construction codes, standards and regulations relating to:
  - residential building materials
  - residential building styles.

Assessment Conditions

The following must be present and available to learners during assessment activities:

- equipment:
  - computer system to access online databases of residential building plans and drawings
- specifications:
  - plans, drawings and specifications for different styles of residential buildings
  - relevant codes, standards and regulations relating to the construction of residential buildings.

Assessor requirements

As a minimum, assessors must satisfy the assessor requirements in the *Standards for Registered Training Organisations* (RTOs) current at the time of assessment.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6f3f9672-30e8-4835-b348-205dfcf13d9b

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CPPSEC3102 Maintain operational safety and security of work environment

Modification History

Release 1.

Supersedes and equivalent to CPPSEC3007A Maintain security of environment.

Updated to meet the Standards for Training Packages.

This version first released with CPP Property Services Training Package Version 7.0.

Application

This unit specifies the skills and knowledge required to maintain operational safety and security of the work environment.

It includes:

- reviewing work instructions and applying procedures and policies to comply with legal rights and responsibilities
- assessing the work environment to identify risks and vantage points
- monitoring environmental factors to maintain operational safety and security and recognise changing circumstances
- formulating and implementing security response measures that maximise safety and security
- reporting and preserving incident scenes.

It applies to people working independently or under limited supervision as members of a security team.

This unit may form part of the licensing requirements for people engaged in security operations in those states and territories where these are regulated activities.

Pre-requisite Unit

Nil

Unit Sector

Security operations

Elements and Performance Criteria

Elements describe the	Performance criteria describe what needs to be done to

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essential outcomes.	demonstrate achievement of the element.
1. Prepare for security operation.	1.1 Review work instructions and workplace procedures and policies including WHS to ensure compliance with legal rights and responsibilities. 1.2 Use interpersonal techniques with relevant persons to develop, support and promote confidence. 1.3 Select and organise security equipment required to meet work instructions. 1.4 Assess work environment to locate access and entry points, emergency equipment and facilities, and to identify security vantage points.
2. Monitor environment to maintain operational safety and security.	2.1 Monitor environmental factors and security equipment to maintain situational awareness and promptly recognise changing circumstances. 2.2 Gather and receive information from others in the work area using communication that is courteous and professional and which accounts for individual social and cultural differences. 2.3 Conduct regular and systematic personal safety checks, and take corrective actions as required to maintain operational safety and security. 2.4 Communicate regularly with relevant persons to give instructions and exchange up-to-date operational information in accordance with workplace requirements.
3. Formulate and carry out response to security risk situation.	3.1 Identify security risk situation and assess degree of risk to self, others, property and premises. 3.2 Formulate security response appropriate to assessed risk level, and which maximises the safety and security of self, others, property and premises. 3.3 Implement security risk control procedures and adjust response to adapt to changing circumstances. 3.4 Promptly seek specialist assistance or advice as required to maintain operational safety and security.
4. Finalise security operation.	4.1 Finalise security response, record details of risk and response procedures undertaken, and preserve incident scene. 4.2 Report operational outcomes to relevant persons. 4.3 Complete and securely maintain operational documentation in accordance with workplace requirements.

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Foundation Skills

This section describes the language, literacy, numeracy and employment skills essential to performance in this unit but not explicit in the performance criteria:

- language skills to use security industry approved communication terminology, codes and signals
- writing skills to:
  - maintain operational documentation
  - complete routine reports and forms
- reading skills to interpret:
  - workplace procedures and policies that clarify legal rights and responsibilities and WHS requirements
  - information and instructions written in English, such as directional signs and emergency procedures
- speaking and listening skills to:
  - use questions to clarify and verify spoken security risk information
  - communicate to give instructions
- numeracy skills to estimate time required to carry out operational tasks
- problem solving skills to:
  - formulate response options to match security risk situation
  - evaluate and adjust security response measures to meet changing risk circumstances
  - recognise security risk situations requiring specialist assistance
- teamwork skills to adjust personal communication styles in response to the opinions, values and needs of others.

Unit Mapping Information

Supersedes and equivalent to CPPSEC3007A Maintain security of environment.

Links

Companion volumes to this training package are available at the VETNet website - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6f3f9672-30e8-4835-b348-205dfcf13d9b

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Assessment Requirements for CPPSEC3102 Maintain operational safety and security of work environment

Modification History

Release 1.

Supersedes and equivalent to CPPSEC3007A Maintain security of environment.

Updated to meet the Standards for Training Packages.

This version first released with CPP Property Services Training Package Version 7.0.

Performance Evidence

To demonstrate competency in this unit, a person must maintain operational safety and security of the work environment for three separate security operations involving, in each operation, different security risk situations.

In doing this, the person must meet the performance criteria for this unit.

Knowledge Evidence

To be competent in this unit, a person must demonstrate knowledge of:

- standard operating procedures and workplace policies that ensure compliance with legislative and regulatory requirements when maintaining operational safety and security of the work environment:
  - anti-discrimination and diversity
  - counter terrorism
  - crowd control and control of persons under the influence of intoxicating substances
  - duty of care
  - limits of own authority
  - workplace health and safety (WHS)
- approved communication terminology, call signs and radio channels used in the security industry
- chain of command relevant to security operation
- crowd behaviour, dynamics and movement patterns that can threaten security
- current national terrorism threat level and context
- factors that may indicate escalation of conflict or risk and situations requiring specialist assistance
- methods of restraint and associated effects including causes and signs and symptoms of asphyxia
- negotiation techniques and how they can be used to defuse and resolve conflict
- premises emergency and evacuation procedures
- premises site layout

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- procedures for communicating and collaborating with emergency services
- process of dynamic risk assessment and how it is applied
- purpose of Australia's *Strategy for Protecting Crowded Places from Terrorism* and understanding of:
  - definition of crowded places
  - key security issues for crowded places
  - objectives, characteristics and identification of active armed offenders
  - definition of hostile vehicles and methods of attack
  - signs of chemical weapons attack and recommended response
- general features of improvised explosive devices and recommended incident response
- site emergency and evacuation plan and procedures
- the phonetic alphabet and how it is used
- types of behavioural anomalies and suspect behaviours that can indicate criminal activity, hostile reconnaissance or the potential for terrorist activity
- types of behaviours and non-verbal language that can escalate conflict or incite aggressive or hostile responses from others
- types of security risk situations that may be encountered during guarding operations and response options for each, including situations involving terrorism and bomb threats
- ways that social and cultural differences may be expressed.

Assessment Conditions

Assessors must satisfy the requirements for assessors contained in the Standards for Registered Training Organisations (RTOs). All individuals engaged by a licensed RTO for security licensing purposes must hold both a security trainer's licence (where such a licence exists within the relevant jurisdiction) and a security operative licence that authorises the security activities about which the individual is training/assessing. Regulators may impose other assessor conditions to meet jurisdictional assessment requirements.

Assessment of performance must be undertaken in a simulated workplace environment. Tasks are to be performed to the level of proficiency and within the time limits that would be expected in a workplace.

The assessment of performance evidence must be done by direct observation of the learner by an assessor, either by an assessor observing the learner physically or by an assessor observing the learner via audio and visual media.

Assessment of performance evidence is only valid where the learner has been assessed performing the role of a security officer.

Assessors are responsible for ensuring that the person demonstrating competency has access to:

- specifications of assessment tasks to maintain operational safety and security of work environment
- appropriate documents, materials, equipment and personal protective equipment (PPE) currently used in industry

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- standard operating procedures and workplace policies related to the security work role and which specify requirements for complying with industry legislation and regulations.

Links

Companion volumes to this training package are available at the VETNet website - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6f3f9672-30e8-4835-b348-205dfcf13d9b

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FWPCOR2201 Work effectively in the forest and forest products industry

Modification History

Release	Comment
1	Replaces equivalent unit FPICOR2201B Work effectively in the forest and forest products industry, which was first released with FPI11 Forest and Forest Products Training Package Version 1. This is the first release of this unit in the new standards format.

Application

This unit of competency describes the outcomes required to work effectively in the forest and wood products industry; including meeting the legal and organisational requirements of the job role, prioritising tasks and learning about the industry and its operations. The unit applies to those working in a broad range of roles and in operations of all sizes, including a forest environment, saw mill, wood chip mill, veneer mill, board/plywood mill, timber treatment plant, downstream processing of timber and forest products sales and service.

No licensing, legislative, regulatory, or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Forest Growing and Management

Harvesting and Haulage

Sawmilling and Processing

Timber Manufactured Products

Timber Merchandising

Wood Panel Products

Timber Truss and Frame Design and Manufacture

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Elements and Performance Criteria

ELEMENTS ***Elements describe the essential outcomes.***	**PERFORMANCE CRITERIA** ***Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.***
1. Identify and follow legal and procedural requirements	1.1 Identify workplace health and safety, environmental and organisational requirements relevant to working effectively in the forest and forest products industry. 1.2 Check organisational requirements relating to work order. 1.3 Identify organisation's quality standards.
2. Prioritise and complete daily work activities	2.1 Check own role and clarify responsibilities. 2.2 Identify, prioritise and complete work tasks within designated timeframes according to work order. 2.3 Review factors negatively affecting the achievement of work tasks and report to appropriate personnel. 2.4 Select equipment appropriate to work task requirements and use it according to manufacturer instructions. 2.5 Work consistently with organisational and legal requirements for diversity, access and equity, and equal employment opportunity.
3. Identify and access future learning opportunities	3.1 Actively seek feedback on performance to identify areas for improvement. 3.2 Undertake professional development in line with organisational procedures. 3.3 Seek support to assist and improve own performance to achieve personal and organisational goals and objectives. 3.4 Record and report information regarding learning and competency development in line with organisational requirements.

Foundation Skills

This section describes those core and employment skills that are essential to performance and are not explicit in the performance criteria.

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Learning skills to:	• understand the forestry industry and develop own knowledge and skills.
Numeracy skills to:	• calculate time allocation for work tasks.
Oral communication skills to:	• ask others for feedback on performance and to clarify legal and procedural requirements.
Reading skills to:	• follow work order, safety signs and other workplace information.
Writing skills to:	• record and report information.

Unit Mapping Information

FPICOR2201B Work effectively in the forest and forest products industry

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPCOR2201 Work effectively in the forest and forest products industry

Modification History

Release	Comment
1	Replaces equivalent unit FPICOR2201B Work effectively in the forest and forest products industry, which was first released with FPI11 Forest and Forest Products Training Package Version 1. Assessment requirements now specify the performance and knowledge evidence, as well as assessment conditions for this unit of competency. These sections simplify and replace components used in the previous unit format, including 'Required Skills and Knowledge, Evidence Guide and Range Statement'.

Performance Evidence

A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit. If a specific volume or frequency is not stated below, then evidence must be provided that the following requirements have been performed on at least one occasion:

- complete required tasks that:
  - meet agreed timelines
  - follow organisational protocols
  - meet expected standards for performance
- follow workplace health and safety procedures
- follow organisational policies and procedures.

Knowledge Evidence

A person competent in this unit must be able to demonstrate knowledge of:

- life cycle of forests and wood products
- concept of sustainable forest management
- role of forests, forestry and wood products in carbon capture and storage
- workplace safety and emergency procedures including:
  - personal protective equipment and clothing
  - safety equipment
  - first aid equipment
  - fire fighting equipment
  - hazard and risk control

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  - fatigue management
  - elimination of hazardous materials and substances
  - manual handling including shifting, lifting and carrying and machine guarding
- environmental protection requirements, including the safe disposal of waste material
- organisational structure, reporting channels and procedures for recording workplace information
- established communication channels and protocols
- terms and conditions of employment
- types of tools and equipment relevant to the work role, and procedures for their safe use and maintenance
- applicable Commonwealth, State or Territory legislation, regulations, standards, codes of practice and established safe practices relevant to the specific job role in forestry operations.

Assessment Conditions

The following resources must be made available:

- job specifications and work order
- organisational policies and procedures.

Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting.

Assessor requirements

Assessors must:

- hold the appropriate assessor competency standards as outlined in regulations; and
- be able to demonstrate vocational competencies at least to the level being assessed; and
- be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and assessor competence.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPCOR2202 Communicate and interact effectively in the workplace

Modification History

Release	Comment
1	Replaces equivalent unit FPICOR2202B Communicate and interact effectively in the workplace, which was first released with FPI11 Forest and Forest Products Training Package Version 1. This is the first release of this unit in the new standards format.

Application

This unit of competency describes the outcomes required to communicate and interact effectively with other workers, including, gathering, conveying and receiving information through verbal and written interactions and participating in workplace communications.

The unit applies to those whose job roles include communicating and interacting in the workplace, including a forest environment, saw mill, wood chip mill, veneer mill, board/plywood mill, timber treatment plant, downstream processing of timber, forest products factory, forest products sales and service, horticultural, domestic, local council, emergency services environment.

No licensing, legislative, regulatory, or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Forest Growing and Management

Harvesting and Haulage

Sawmilling and Processing

Timber Manufactured Products

Timber Merchandising

Wood Panel Products

Timber Truss and Frame Design and Manufacture

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Elements and Performance Criteria

ELEMENTS *Elements describe the essential outcomes.*	**PERFORMANCE CRITERIA** *Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.*
1. Plan and prepare for workplace communication	1.1 Identify and follow site, legal and organisational requirements relevant to communicating in the workplace. 1.2 Identify modes of communication relevant to job task. 1.3 Access communication equipment and systems relevant to the work site. 1.4 Identify codes of practice and relevant guidelines for effective workplace communication.
2. Carry out oral communication	2.1 Listen to and follow verbal instructions. 2.2 Speak clearly and clarify information using questions. 2.3 Engage in and maintain verbal communication with others to assist flow of work activities. 2.4 Take, confirm and pass on messages. 2.5 Use communication equipment effectively. 2.6 Participate in simple meeting processes, following agreed procedures.
3. Carry out visual and aural communication	3.1 Read and respond to workplace signs. 3.2 Use hand signals effectively, in line with organisational requirements. 3.3 Listen and respond to aural signals.
4. Complete written documentation	4.1 Complete workplace documents clearly and accurately. 4.2 Use approved forms, formats and technology, to record and report information.
5. Maintain work relationships	5.1 Communicate cooperatively and effectively with others. 5.2 Share relevant workplace information with co-workers. 5.3 Provide assistance to and seek assistance from co-workers to achieve work goal. 5.4 Respect individual, social and cultural differences. 5.5 Clarify contradictions and uncertainties to ensure effective

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ELEMENTS	PERFORMANCE CRITERIA
	communications and productive relationships.

Foundation Skills

This section describes those core and employment skills that are essential to performance and are not explicit in the performance criteria.	
Learning skills to:	• review and accurately identify and interpret work requirements
Problem solving skills to:	• solve routine communication problems.

Range of Conditions

Not Applicable

Unit Mapping Information

FPICOR2202B Communicate and interact effectively in the workplace

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPCOR2202 Communicate and interact effectively in the workplace

Modification History

Release	Comment
1	Replaces equivalent unit FPICOR2202B Communicate and interact effectively in the workplace, which was first released with FPI11 Forest and Forest Products Training Package Version 1. This is the first release of this unit in the new standards format. Assessment requirements now specify the performance and knowledge evidence, as well as assessment conditions for this unit of competency. These sections simplify and replace components used in the previous unit format, including 'Required Skills and Knowledge, Evidence Guide and Range Statement'.

Performance Evidence

A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit. If a specific volume or frequency is not stated below, then evidence must be provided that the following requirements have been performed on at least one occasion:

- follow site, legal and organisational requirements and protocols relevant to communicating effectively in the workplace
- participate effectively in verbal communications
- use workplace communication equipment
- respond to workplace signs and aural signals
- use hand signals effectively
- complete written documentation to the standard required in the workplace
- maintain effective workplace relationships.
-

Knowledge Evidence

A person competent in this unit must be able to demonstrate knowledge of:

- legal and organisational requirements and codes of practice relevant to communication in the workplace
- basic principles of effective written and verbal communication
- basic principles of effective working relationships
- knowledge of hand signals appropriate to job tasks and work site
- organisational standards for the presentation of written communication

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- awareness of social and cultural differences that occur in the workplace.

Assessment Conditions

The following resources must be made available:

- legal and organisational requirements and codes of practice relevant to communication in the workplace
- workplace communication equipment
- personal protective equipment for communicating and interacting in the workplace
- a workplace in which to communicate effectively and maintain relationships
- relevant personnel for the purposes of communicating information.

Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting.

Assessor requirements

Assessors must:

- hold the appropriate assessor competency standards as outlined in regulations; and
- be able to demonstrate vocational competencies at least to the level being assessed; and
- be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and assessor competence.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPCOR2203 Follow environmental care procedures

Modification History

Release	Comment
1	Replaces equivalent unit FPICOR2203B Follow environmental care procedures, which was first released with FPI11 Forest and Forest Products Training Package Version 1. This is the first release of this unit in the new standards format.

Application

This unit of competency describes the outcomes required to identify, maintain and monitor environmental work practices: including recognising basic environmental risks and hazards, and implementing environmental policies and workplace or industry practices, with the aim of improving environmental care practices.

The unit applies those working in a broad range of job roles across different work settings, in a forest or harvesting environment, including saw mill, wood chip mill, veneer mill, board/plywood mill, timber treatment plant, forest products factory, and forest products sales and service, horticultural, domestic, local council and emergency services.

No licensing, legislative, regulatory, or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Forest Growing and Management

Harvesting and Haulage

Sawmilling and Processing

Timber Manufactured Products

Timber Merchandising

Wood Panel Products

Timber Truss and Frame Design and Manufacture

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Elements and Performance Criteria

ELEMENTS *Elements describe the essential outcomes.*	**PERFORMANCE CRITERIA** *Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.*
1. Identify environmental care requirements	1.1 Check work order and identify and clarify environmental care requirements with appropriate personnel. 1.2 Identify environmental protection zones required by legislation or industry codes of practice. 1.3 Identify and report existing and potential environmental risks and hazards to relevant personnel. 1.4 Identify WHS requirements for managing environmental risks or performing environmental care.
2. Ensure work practices follow environmental care requirements	2.1 Follow applicable WHS, environmental, legislative and organisational requirements when responding to environmental risks or hazards. 2.2 Select suitable resources to respond to environmental risk or hazard. 2.3 Follow site procedures for dealing with environmental incidents, accidents, and emergencies.
3. Seek opportunities to improve environmental care practices	3.1 Suggest specific improvements to environmental care practices and resource efficiency to relevant personnel. 3.2 Update knowledge of changes in environmental care. 3.3 Record and report breaches or potential breaches of environmental regulations to relevant personnel in line with workplace procedures.

Foundation Skills

This section describes those core and employment skills that are essential to performance and are not explicit in the performance criteria.	
Numeracy skills to:	• calculate the probability of risks • estimate distance for buffer zones.

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Reading skills to:	• interpret information about environmental care and safety procedures arising from environmental risks.

Range of Conditions

Not Applicable

Unit Mapping Information

FPICOR2203B Follow environmental care procedures

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPCOR2203 Follow environmental care procedures

Modification History

Release	Comment
1	Replaces equivalent unit FPICOR2203B Follow environmental care procedures, which was first released with FPI11 Forest and Forest Products Training Package Version 1. This is the first release of this unit in the new standards format. Assessment requirements now specify the performance and knowledge evidence, as well as assessment conditions for this unit of competency. These sections simplify and replace components used in the previous unit format, including 'Required Skills and Knowledge, Evidence Guide and Range Statement'.

Performance Evidence

A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit. If a specific volume or frequency is not stated below, then evidence must be provided that the following requirements have been performed on at least one occasion:

- follow site, legal and organisational requirements and protocols relevant to environmental care
- identify environmental hazards and risks that could occur in their own work setting
- calculate the probability and consequences of those risks
- respond to environmental risks safely and according to site procedures and scope of responsibility within the workplace.

Knowledge Evidence

A person competent in this unit must be able to demonstrate knowledge of:

- legal and organisational requirements and codes of practice relevant to environmental care
- environmental protection requirements related to the work setting and work role
- organisational and site standards relevant to environmental care procedures
- environmental care policies and practices
- risk management, hazards and hazard identification
- established workplace and site specific communication channels and protocols
- types of tools and equipment and procedures used in response to environmental hazards and risk, and the safe use and maintenance of these tools
- procedures for recording and reporting workplace and site specific information.

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Assessment Conditions

The following resources must be made available:

- resources that would be used for environmental care
- organisational and site policies and procedures for environmental care.

Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting.

Assessor requirements

Assessors must:

- hold the appropriate assessor competency standards as outlined in regulations; and
- be able to demonstrate vocational competencies at least to the level being assessed; and
- be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and assessor competence.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPCOR2204 Follow fire prevention procedures

Modification History

Release	Comment
1	Replaces equivalent FPICOR2204B Follow fire prevention procedures, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format.

Application

This unit of competency describes the outcomes required to prevent fires during normal work activities. It includes the use of fire extinguishing equipment and methods for detecting fire risks.

The unit applies to those working in a broad range of job roles across different work settings in a forestry environment: including saw mill, wood chip mill, veneer mill, board/plywood mill, timber treatment plant, forest products factory, and forest products sales and service, horticultural, domestic, local council and emergency services.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Forest Growing and Management

Harvesting and Haulage

Sawmilling and Processing

Timber Manufactured Products

Timber Merchandising

Wood Panel Products

Timber Truss and Frame Design and Manufacture

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Elements and Performance Criteria

ELEMENTS *Elements describe the essential outcomes.*	**PERFORMANCE CRITERIA** *Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.*
1. Prepare for fire prevention	1.1 Review work order for policies and procedures for fire prevention, and check wih appropriate personnel 1.2 Identify and report existing and potential fire risks and hazards to appropriate personnel 1.3 Select appropriate fire extinguishing equipment for fire prevention 1.4 Follow workplace procedures, work instructions and legislation for fire prevention 1.5 Establish and maintain communication with others according to WHS requirements
2. Implement fire prevention activities	2.1 Eliminate or reduce fire risks and hazards and report in accordance with workplace procedures 2.2 Recognise signs of fire and raise alarm at appropriate time, according to workplace procedures 2.3 Select, check, use and store fire extinguishing equipment appropriately for the nature and type of fire 2.4 Access training and/or professional development to maintain currency of competence in assessing fires, responding to fires, and in using and/or accessing, fire extinguishing equipment 2.5 Notify appropriate personnel and complete incident and other required reports about the fire 2.6 Record and report fire prevention procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Not Applicable

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Unit Mapping Information

FPICOR2204B Follow fire prevention procedures

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPCOR2204 Follow fire prevention procedures

Modification History

Release	Comment
1	Replaces equivalent unit FPICOR2204B Follow fire prevention procedures, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format Assessment requirements now specify the performance and knowledge evidence, as well as assessment conditions for this unit of competency. These sections simplify and replace components used in the previous unit format, including Required Skills and Knowledge, Evidence Guide and Range Statement

Performance Evidence

A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit. If a specific volume or frequency is not stated below, then evidence must be provided that the following requirements have been performed on at least one occasion:

- identify problems and equipment faults that might lead to fires, and recognise signs of fires
- select and use fire extinguishing equipment
- follow site, legal and organisational requirements and protocols relevant to fire procedures in the workplace
- locate, record and report information about fires.

Knowledge Evidence

A person competent in this unit must be able to demonstrate knowledge of:

- legal and organisational requirements and codes of practice relevant to the full range of processes for fire prevention
- environmental protection requirements, including the safe disposal of waste material
- organisational and site policies and procedures for fire prevention
- environmental risk assessment and hazard identification for:
  - flammable liquid and gases that might be used or found in the workplace
  - storage areas for flammable liquids or gases
  - mixing and blending vessels for flamable liquids or gases
- types of tools and equipment, and their safe use, for fire prevention

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- procedures for recording and reporting workplace information
- signs of fire
- personal protective equipment and its fire protection properties
- fire weather evaluation.

Assessment Conditions

The following resources must be made available:

- fire extinguishers
- policies and procedures for fire prevention
- personal protective equipment.

Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting.

Assessor requirements

Assessors must:

- hold the appropriate assessor competency standards as outlined in regulations; and
- be able to demonstrate vocational competencies at least to the level being assessed; and
- be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and assessor competence.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPCOR2205 Follow WHS policies and procedures

Modification History

Release	Comment
1	Replaces equivalent, FPICOR2205B Follow OHS policies and procedures which was first released with FPI11 Forest and Forest Products Training Package Version 1. This is the first release of this unit in the new standards format.

Application

The unit of competency describes the outcomes required to follow WHS policies and procedures: it covers risk identification and emergency procedures that could reasonably be expected to occur in a forestry or wood products environment.

The unit applies to applies to those working in a broad range of job roles across different work settings, including a forest environment, saw mill, wood chip mill, veneer mill, board/plywood mill, timber treatment plant, forest products factory, and forest products sales and service, horticultural, domestic, local council and emergency services.

Licensing, legislative, regulatory or certification requirements apply to this unit in some states and territories at the time of publication, and may differ according to jurisdiction. In some states, this unit is one of a group of units required to obtain a Forest Operator Licence.

Pre-requisite Unit

Nil

Unit Sector

Forest Growing and Management

Harvesting and Haulage

Sawmilling and Processing

Timber Manufactured Products

Timber Merchandising

Wood Panel Products

Timber Truss and Frame Design and Manufacture

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Elements and Performance Criteria

ELEMENTS *Elements describe the essential outcomes.*	**PERFORMANCE CRITERIA** *Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.*
1. Follow safe work practices	1.1 Identify organisational and site WHS policies and procedures. 1.2 Operate and use tools, equipment and machinery appropriate to work task and according to manufacturer's recommendations. 1.3 Select, use and store personal protective equipment and clothing appropriate to work task requirements. 1.4 Use plant and equipment guards according to manufacturer's specifications. 1.5 Identify and follow safety signs and symbols.
2. Identify risks	2.1 Identify existing and potential hazards in the work area and report to appropriate personnel. 2.2 Identify WHS issues and risks in the work area and report to appropriate personnel. 2.3 Follow workplace procedures and work instructions for controlling risks and protecting the environment. 2.4 Complete hazard, accident or incident reports accurately and clearly and according to organisational policies and procedures.
3. Follow emergency procedures	3.1 Notify appropriate personnel in the event of an emergency. 3.2 Follow workplace procedures for dealing with accidents and emergencies. 3.3 Practise emergency and evacuation procedures and carry out emergency and evacuation procedures in the event of an emergency. 3.4 Record and accurately report emergencies and evacuation procedures.

Foundation Skills

This section describes those core and employment skills that are essential to performance and are not explicit in the performance criteria.	
Reading skills to:	• understand safety signs and symbols • understand manufacturer’s specifications for plant and equipment guards

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	• understand organisational policies and procedures.
Numeracy skills to:	• use a risk matrix and calculate risk • estimate weight and volume, and establish centre of gravity.
Writing skills to:	• complete a hazard report clearly and legibly
Communication skills to:	• notify and report hazards to appropriate personnel.
Problem solving skills to:	• manage risks and respond to hazards.

Range of Conditions

Not Applicable

Unit Mapping Information

FPICOR2205B Follow OHS policies and procedures

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPCOR2205 Follow WHS policies and procedures

Modification History

Release	Comment
1	Replaces superseded equivalent, FPICOR2205B Follow OHS policies and procedures which was first released with FPI11 Forest and Forest Products Training Package Version 1. This is the first release of this unit in the new standards format. Assessment requirements now specify the performance and knowledge evidence, as well as assessment conditions for this unit of competency. These sections simplify and replace components used in the previous unit format, including 'Required Skills and Knowledge, Evidence Guide and Range Statement'.

Performance Evidence

A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit. If a specific volume or frequency is not stated below, then evidence must be provided that the following requirements have been performed on at least one occasion:

- identify risks and hazards in the workplace and implement appropriate actions to address those risks and hazards
- use and maintain personal protective equipment and clothing to ensure their own safety
- follow emergency and evacuation procedures
- interpret and follow safety signs and symbols
- complete and maintain workplace information, records and reports about hazards, risks and incidents.

Knowledge Evidence

A person competent in this unit must be able to demonstrate knowledge of:

- legal and organisational requirements and codes of practice relevant to WHS
- enterprise and site standards, policies and procedures for WHS, as they apply to the job role
- environmental risks and hazard identification
- hazard and risk control
- equipment used for workplace health and safety, and procedures for its safe use and maintenance
- personal protective equipment and clothing and its properties
- firefighting equipment

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- fatigue management
- elimination of hazardous substances
- machine guarding
- manual handling including shifting, lifting and carrying
- procedures for recording and reporting workplace information.

Assessment Conditions

The following resources must be made available:

- personal protective equipment
- organisational policies and procedures
- manufacturer's instructions for the safe use of equipment.

Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting.

Assessor requirements

Assessors must:

- hold the appropriate assessor competency standards as outlined in regulations; and
- be able to demonstrate vocational competencies at least to the level being assessed; and
- be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and assessor competence.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPCOR2207 Maintain quality and product care

Modification History

Release	Comment
1	Replaces equivalent unit FPICOR2207B Maintain quality and product care, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format.

Application

The unit of competency describes the outcomes required to maintain and monitor the quality of one's own personal output, as well as of the products being produced according to work health and safety (WHS) policies and procedures. The unit includes using timber technology to assess timber products in order to maintain their quality and care.

It applies to hardwood and softwood cell structured timber, native and imported species of timber, and in a variety of work settings, including a forest environment, a saw mill, wood chip mill, veneer mill, board/plywood mill, timber treatment plants, downstream processing of timber, forest products factory, forest products sales and service, horticultural, domestic, local council and emergency services environment.

This unit is relevant for a broad range of job roles across a range of industry sectors.

No licensing, legislative, regulatory, or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Forest Growing and Management

Harvesting and Haulage

Sawmilling and Processing

Timber Manufactured Products

Timber Merchandising

Wood Panel Products

Timber Truss and Frame Design and Manufacture

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Elements and Performance Criteria

ELEMENTS Elements describe the essential outcomes.	PERFORMANCE CRITERIA Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.
1. Prepare to maintain quality output.	1.1 Review work order and where required check with appropriate personnel. 1.2 Identify quality system procedures to be applied to own work. 1.3 Visually inspect products before processing in line with WHS policies and procedures. 1.4 product specification requirements.
2. Use technology to assess timber.	2.1 Classify species and timber structure and confirm with appropriate personnel as required. 2.2 Locate timber features and compare them with product specification requirements. 2.3 Evaluate timber characteristics and record drying or treatment requirements as required by the enterprise. 2.4 Assess visual appearance of timber and report in line with workplace procedures and organisational requirements.
3. Monitor and control product care.	3.1 Monitor product recovery to optimise resource value and minimise waste. 3.2 Check potential of materials to provide the highest value add return with appropriate personnel. 3.3 Regularly maintain and adjust machinery and equipment to minimise waste and damage. 3.4 Identify problems as they occur and promptly report them to appropriate personnel to avoid producing de-valued product. 3.5 Record and report on quality and product care procedures in line with workplace procedures.

Foundation Skills

This section describes those core and employment skills that are essential to performance and are not explicit in the performance criteria.

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Oral communication skills to:	• establish and maintain communication with others in the workplace while working with products to ensure own safety and that of others.
Reading skills to:	• read at times complex workplace procedures and product documentation.
Numeracy skills to:	• estimate and measure products and compare them to specifications.
Problem solving skills to:	• identify and interpret work requirements.

Range of Conditions

Not Applicable

Unit Mapping Information

FPICOR2207B Maintain quality and product care

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPCOR2207 Maintain quality and product care

Modification History

Release	Comment
1	Replaces equivalent unit FPICOR2207B Maintain quality and product care, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format. Assessment requirements now specify the performance and knowledge evidence, as well as assessment conditions for this unit of competency. These sections simplify and replace components used in the previous unit format, including Required Skills and Knowledge, Evidence Guide and Range Statement

Performance Evidence

A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit. If a specific volume or frequency is not stated below, then evidence must be provided that the following requirements have been performed on at least one occasion:

- follow organisational policies and procedures relevant to maintaining quality and product care
- maintain quality and product care in line with workplace procedures and environmental care
- maintain effective communication and safe work practices.

Knowledge Evidence

A person competent in this unit must be able to demonstrate knowledge of:

- workplace procedures relating to the maintenance of quality and product care specified in performance evidence:
  - communicating product requirements and work output
  - product care and processing
  - identifying and resolving faults with product
  - maximising product or resource use
  - assessing timber for recovery
  - recording and reporting workplace information
- product specifications in relation to:
  - specifications set for optimisation of timber set in line with the available resource

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  - customer requirements
  - industry standard cross sections and lengths
  - enterprise standards
- environmental protection requirements in relation to:
  - identifying environmental hazards and identifying their risk
  - safely disposing of waste material
  - organisational guidelines for recycling defective product, off-cuts and residue
  - minimising carbon emissions
  - minimising impact of the use of machinery and equipment on the environment
- mathematical procedures for estimating and measuring product against specifications
- optimisation of timber
- requirements of the following quality systems that would apply to product care and quality:
- enterprise-based system
- ISO9000 series
- second party certification
- third party certification
- types of tools and equipment used in the product process, and procedures for their safe use and maintenance
- assessing visual appearance of products including:
  - appropriateness of defects
  - contamination
  - timber colours
  - insect attack
  - surface finishes
  - holes
  - breakages
  - machine caused defects
- work health and safety policies and procedures relevant to product care and quality:
  - personal protective equipment and clothing
  - safety equipment
  - first aid equipment
  - hazard identification and risk control
  - fatigue management
  - elimination of hazardous materials and substances
  - identifying hazards in the work process and assessing and controlling their risk
  - manual handling techniques
  - machine isolation and guarding.

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Assessment Conditions

The following resources must be made available:

- workplace location or simulated workplace
- materials and equipment relevant to this unit
- specifications and work instructions
- organisational policies and procedures relevant to maintaining quality and product care
- relevant personnel for the purposes of communicating information

Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting.

Assessor requirements

Assessors must:

- hold the appropriate assessor competency standards as outlined in regulations; and
- be able to demonstrate vocational competencies at least to the level being assessed; and
- be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and assessor competence.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPCOR3201 Implement safety, health and environment policies and procedures

Modification History

Release	Comment
1	Replaces equivalent unit FPICOR3201B Implement safety, health and environmental policies and procedures, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format.

Application

This unit describes the skills and knowledge required to interpret and implement WHS and environmental care (SHE) policies and procedures. Implementation of these policies involves controlling hazards and following established and emergency procedures.

The unit applies to those working in a broad range of job roles across the forestry and wood products industry.

No licensing, legislative or certification requirements at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Forest Growing and Management

Harvesting and Haulage

Sawmilling and Processing

Timber Manufactured Products

Timber Merchandising

Wood Panel Products

Timber Truss and Frame Design and Manufacture

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Elements and Performance Criteria

ELEMENTS Elements describe the essential outcomes.	**PERFORMANCE CRITERIA** Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.
1. Apply SHE practices	1.1 Identify safety, health and environmental policies and procedures policies and procedures. 1.2 Identify and assess organisational environmental goals. 1.3 Monitor environmental measures. 1.4 Perform tasks in a safely, legally and in accordance with organisational SHE policies and procedures. 1.5 Organise duties, equipment and materials in line with SHE requirements and organisational procedures.
2. Assess and control risks	2.1 Identify and assess SHE issues and hazards in the work area. 2.2 Address issues and control hazards, or escalate issue where necessary. 2.3 Analyse and improve work practices to address SHE issues. 2.4 Complete SHE, hazard, environmental or incident reports in line with organisational procedures.
3. Follow emergency procedures	3.1 Identify and contact appropriate personnel in an emergency. 3.2 Follow workplace procedures for dealing with own safety, safety of others, environmental incidents, accidents, and emergencies within scope of responsibilities. 3.3 Practise, implement and record emergency and evacuation procedures as required. 3.4 Record and report SHE incidents in line with workplace procedures.
4. Implement environmental procedures	4.1 Identify and assess organisational environmental goals 4.2 Implement training and operational controls in line with workplace procedures 4.3 Monitor environmental measures and take corrective action if required in line with workplace procedures. 4.4 Integrate care for the environment into all day-to-day activities.

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Foundation Skills

This section describes those core and employment skills that are essential to performance and are not explicit in the performance criteria.	
Numeracy skills to:	• measure and monitor environmental performance.
Oral communication skills to:	• escalate issues requiring attention. • communicate with colleagues about risks and hazards.
Reading skills to:	• interpret policies and procedures.
Writing skills to:	• make reports about incidents.
Intitatve and enterprise skills to:	• find safer and more environmentally ways of working.

Range of Conditions

Not Applicable

Unit Mapping Information

FPICOR3201B Implement safety, health and environmental policies and procedures

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPCOR3201 Implement safety, health and environment policies and procedures

Modification History

Release	Comment
1	Replaces equivalent unit FPICOR3201B Implement safety, health and environmental policies and procedures, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format. Assessment requirements now specify the performance and knowledge evidence, as well as assessment conditions for this unit of competency. These sections simplify and replace components used in the previous unit format, including Required Skills and Knowledge, Evidence Guide and Range Statement

Performance Evidence

A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit. If a specific volume or frequency is not stated below, then evidence must be provided that the following requirements have been performed on at least one occasion:

- follow applicable legal and regulatory requirements, and codes of practice related to safety, health and the environment
- interpret and implement SHE policies
- identify environmental hazards and equipment faults and demonstrate appropriate response procedures manage environmental hazards
- follow emergency procedures
- record and report SHE incidents.

Knowledge Evidence

A person competent in this unit must be able to demonstrate knowledge of:

- organisational and site standards, requirements, policies and procedures for the implementation of SHE policies and procedures
- environmental risks and hazard identification
- processes for the assessment and control of risks
- emergency procedures
- environmental protection requirements
- principles of environmental sustainability:
  - waste management

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  - recycling and reuse
  - emissions control
  - energy efficiency
- procedures for recording and reporting :
  - hazards
  - incidents
  - equipment malfunctions
- controls for :
  - air emissions
  - solid and hazardous wastes
  - contamination of land
  - noise
  - odour
  - dust
  - traffic
  - water discharges
  - energy use
  - raw material and resource use
  - hazardous material storage and handling.

Assessment Conditions

The following resources must be made available:

- policies and procedures relevant to implementing safety, health and environmental policies and procedures
- personal protective equipment
- recording tool for incidents and hazards

Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting.

Assessor requirements

Assessors must:

- hold the appropriate assessor competency standards as outlined in regulations; and
- be able to demonstrate vocational competencies at least to the level being assessed; and
- be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and assessor competence.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPCOR3202 Conduct quality and product care procedures

Modification History

Release	Comment
1	Replaces equivalent unit FPICOR3202B Conduct quality and product care procedures, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format.

Application

The unit of competency describes the outcomes required to monitor the quality of output, following quality and product care procedures in a variety of work settings, including a forest environment, saw mill, wood chip mill, veneer mill, board/plywood mill, timber treatment plants, downstream processing of timber, forest products factory, forest products sales and service, horticultural, domestic, local council, emergency services environment.

This unit is relevant for a broad range of job roles across a range of industry sectors. The product referred to in this unit may be trees, logs, seed, planting stock, timber, panels or board.

No licensing, legislative, regulatory, or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Forest Growing and Management

Harvesting and Haulage

Sawmilling and Processing

Timber Manufactured Products

Timber Merchandising

Wood Panel Products

Timber Truss and Frame Design and Manufacture

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Elements and Performance Criteria

ELEMENTS ***Elements describe the essential outcomes.***	**PERFORMANCE CRITERIA** ***Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.***
1. Prepare to apply quality and product care procedures.	1.1 Review work order and where required check with appropriate personnel. 1.2 Identify quality system procedures to be applied. 1.3 Visually inspect products before processing in line with work health and safety (WHS) policies and procedures. 1.4 Determine product specifications.
2. Monitor and control care of products.	2.1 Plan product recovery to optimise the resource value and minimise waste. 2.2 Plan potential of materials to provide the highest value added return. 2.3 Assess and report on species, timber structure, features and characteristics as required by the enterprise. 2.4 Grade materials and direct to best end use in line with industry standards as required by the enterprise. 2.5 Regularly maintain and adjust machinery and equipment to minimise waste and damage. 2.6 Assess and rectify problems as they occur to avoid further loss of product.
3. Monitor and control quality of output.	3.1 Assess products against quality and customer specification requirements. 3.2 Prepare products for despatch in a manner that prevents or minimises damage. 3.3 Supply customer with finished products in line with work order and workplace procedures. 3.4 Record and report on quality and product care procedures in line with workplace procedures.

Foundation Skills

This section describes those core and employment skills that are essential to performance and

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are not explicit in the performance criteria.	
Oral communication skills to:	• establish and maintain communication with others in the workplace while inspecting products to ensure own safety and that of others.
Reading skills to:	• read at times complex workplace procedures and product documentation.
Numeracy skills to:	• estimate and measure products and compare them to specifications.

Range of Conditions

Not Applicable

Unit Mapping Information

FPICOR3202B Conduct quality and product care procedures

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPCOR3202 Conduct quality and product care procedures

Modification History

Release	Comment
1	Replaces equivalent unit FPICOR3202B Conduct quality and product care procedures, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format. Assessment requirements now specify the performance and knowledge evidence, as well as assessment conditions for this unit of competency. These sections simplify and replace components used in the previous unit format, including Required Skills and Knowledge, Evidence Guide and Range Statement

Performance Evidence

A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit. If a specific volume or frequency is not stated below, then evidence must be provided that the following requirements have been performed on at least one occasion:

- follow organisational policies and procedures relevant to conducting quality and product care procedures
- conduct quality and product care procedures in line with environmental legislation and workplace procedures
- record and report workplace information and maintain documentation in regard to the product care and control.

Knowledge Evidence

A person competent in this unit must be able to demonstrate knowledge of:

- workplace procedures relating to product quality and care specified in performance evidence:
  - communicating product requirements and outcomes of product review
  - identifying and resolving faults with product
  - recording and reporting workplace information
  - maximising product or resource use
  - assessing timber for recovery
- environmental protection requirements in relation to:
  - safely disposing of waste material

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    - organisational guidelines for recycling defective product, off-cuts and residue
- indicators of sub-standard product:
    - breakages
    - contamination
    - holes
    - insect attack
    - machine-caused defects
    - variable surface finishes
    - timber colour
- mathematical procedures for estimating and measuring product against specifications
- requirements of the following quality systems that would apply to product care and quality:
    - enterprise-based system
    - ISO9000 series
    - second party certification
    - third party certification
- specifications of the products being processed
- types of tools and equipment used in the product process, and procedures for their safe use and maintenance
- work health and safety policies and procedures relevant to product care and quality:
    - personal protective equipment and clothing
    - safety equipment
    - eliminating hazardous materials and substances
    - first aid equipment
    - identifying hazards in the work process and assessing and controlling their risk
    - managing fatigue
    - manual handling techniques
    - machine isolation and guarding.

Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting.

Assessors must:

hold the appropriate competency standards as outlined in the regulations; and

be able to demonstrate vocational competencies at least to the level being assessed; and

be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and assessor competence.

Assessment Conditions

The following resources must be made available:

- product and equipment relevant to undertaking work applicable to this unit

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- product specification manuals
- work instructions and procedures:
- customer service procedures
- product care procedures
- quality system information
- relevant personnel for the purposes of communicating information.

Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting.

Assessor requirements

Assessors must:

- hold the appropriate assessor competency standards as outlined in regulations; and
- be able to demonstrate vocational competencies at least to the level being assessed; and
- be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and assessor competence.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPCOR3203 Evaluate fire potential and prevention

Modification History

Release	Comment
1	Replaces equivalent unit FPICOR3203B Evaluate Fire Potential and Prevention, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format.

Application

This unit describes the outcomes required to continually monitor and assess the potential for fire during normal work activities. The unit includes implementing basic fire prevention measures.

The unit applies to those working in a range of job roles across the forestry and forest products industry.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Forest Growing and Management

Harvesting and HaulageNil

Sawmilling and Processing

Timber Manufactured Products

Timber Merchandising

Wood Panel Products

Timber Truss and Frame Design and Manufacture

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA

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Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.
1. Prepare for fires	1.1 Identify policies and procedures for fire prevention and evacuation. 1.2 Ensure that fire prevention and fire extinguishing equipment and systems are operational. 1.3 Participate in fire drills and clarify roles and responsibilities for fire events. 1.4 Plan evaluation processes in line with site procedures.
2. Assess fire potential	2.1 Monitor weather conditions and inspect reports for changing conditions including storms and high winds. 2.2 Monitor equipment conditions for overheating and electrical sparking. 2.3 Check hazardous and flammable substances to assess the potential for spillage and combustion. 2.4 Report potential of fire to appropriate personnel.
3. Prevent fires	3.1 Control fire risks and hazards in line with designated responsibilities and workplace procedures. 3.2 Handle hazardous or flammable substances in line with WHS and environmental management regulations. 3.3 Recognise signs of fire potential and raise alarm. 3.4 Record and report fire potential and prevention activity.

Foundation Skills

This section describes those core and employment skills that are essential to performance and are not explicit in the performance criteria.	
Reading skills to:	• interpret information about flammable substances • monitor weather conditions • interpret evacuation procedures.
Writing skills to:	• record and report on activity and monitoring.
Problem solving skills to:	• respond to fire risks.

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Range of Conditions

Not Applicable

Unit Mapping Information

FPICOR3203B Evaluate fire potential and prevention

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPCOR3203 Evaluate fire potential and prevention

Modification History

Release	Comment
1	Replaces equivalent unit FPICOR3203B Evaluate fire potential and prevention, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format. Assessment requirements now specify the performance and knowledge evidence, as well as assessment conditions for this unit of competency. These sections simplify and replace components used in the previous unit format, including Required Skills and Knowledge, Evidence Guide and Range Statement

Performance Evidence

A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit. If a specific volume or frequency is not stated below, then evidence must be provided that the following requirements have been performed on at least one occasion:

- follow organisational policies and procedures for fire potential and prevention
- follow applicable licensing or certification requirements
- identify and safely store flammable substances
- use and maintain personal protective equipment and clothing
- complete and maintain workplace information, records and reports.

Knowledge Evidence

A person competent in this unit must be able to demonstrate knowledge of:

- organisational policies and procedures for fire prevention
- fire types including:
  - wildfires
  - electrical storm induced fires
  - arson
  - accidental fires
  - electrical fires
- fire prevention methods including:
  - cutting fire breaks
  - clearing undergrowth

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    - ensuring combustible materials are safely stored
    - ensuring the work area is clear of waste and that exits are accessible
    - quarantining equipment to be serviced in line with workplace procedures
- fire service approved fire suppression extinguishing agents
- extinguishers for fires that are:
    - electrical
    - chemical
    - gas
    - mechanical
    - paper
    - wood or natural fires
- weather conditions and their effect on fires:
    - high winds
    - electrical storms
    - lightning strikes
    - excessive heat and low humidity
- fire risks including:
    - welding or grinding sparks
    - dry undergrowth
    - potential of equipment use and unsafe work practices to create fire
    - combustible materials including dry or dead scrub, tall grasses, rubbish, oily rags
    - waste material proximity to equipment
    - flammable liquids
    - inappropriate storing of materials and equipment
    - blocked or no access and exit
- safe methods for storing flammable, combustible or waste materials
- methods for controlling vegetation to minimize fire risks
- requirements for fire breaks.

Assessment Conditions

The following resources must be made available:

- policies and procedures for fire prevention
- fire evacuation plans
- fire extinguishers and fire retardants
- personal protective equipment.

Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting.

Assessor requirements

Assessors must:

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- hold the appropriate assessor competency standards as outlined in regulations; and
- be able to demonstrate vocational competencies at least to the level being assessed; and
- be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and assessor competence.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPCOR3204 Visually assess materials

Modification History

Release	Comments
Release 3	This version released with FWP Forest and Wood Products Training Package Version 4.0.
Release 2	This version released with FWP Forest and Wood Products Training Package Version 3.0.
Release 1	This version released with FWP Forest and Wood Products Training Package Version 2.0.

Application

This unit describes the outcomes required to visually assess material characteristics for defects and quality.

The unit applies to those working in a range of job roles in forest growing, saw mills, wood chip mills, veneer mills. board/plywood mills, timber treatment plants, downstream processing of timber, forest products factories and forest products sales and service.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Forest Growing and Management

Harvesting and Haulage

Sawmilling and Processing

Timber Manufactured Products

Timber Merchandising

Wood Panel Products

Timber Truss and Frame Design and Manufacture

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Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for assessing	1.1 Review and clarify work order and site procedures for visual assessment processes with appropriate personnel. 1.2 Identify and confirm material to be visually assessed. 1.3 Select equipment for assessing, check operational effectiveness and review manufacturer's instructions. 1.4 Review options for processing operations following assessment. 1.5 Prepare to work safely.
2. Visually assess material	2.1 Visually assess characteristics and defects of material against industry standards. 2.2 Mark defects for treatment or sawing according to organisational and site procedures. 2.3 Record and report assessment outcomes and distribution problems.
3. Distribute material	3.1 Move materials to storage or processing operations according to site procedures. 3.2 Dispose of sub-standard materials in line with site requirements. 3.3 Monitor on-site movement of material to ensure intended flow is achieved. 3.4 Label storage according to site procedures.

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FWPCOR3204 Visually assess materials Release 3	FWPCOR3204 Visually assess materials Release 2	Rectified error in foundation skills	Equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPCOR3204 Visually assess materials

Modification History

Release	Comments
Release 3	This version released with FWP Forest and Wood Products Training Package Version 4.0.
Release 2	This version released with FWP Forest and Wood Products Training Package Version 3.0.
Release 1	This version released with FWP Forest and Wood Products Training Package Version 2.0.

Performance Evidence

A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit. If a specific volume or frequency is not stated below, then evidence must be provided that the following requirements have been performed on at least one occasion:

- follow organisational policies and procedures relevant to the visual assessment of material
- visually assess the quality of materials for characteristics, defects and imperfections, to meet industry standards
- recognise and mark defects and sub-standard materials
- distribution of materials using designated equipment.

Knowledge Evidence

A person competent in this unit must be able to demonstrate knowledge of:

- industry standards and codes of practice related to processes for visually assessing materials
- environmental protection requirements, including the safe disposal of waste material
- organisational and site standards, policies and procedures relevant to visually assessing materials
- methods of visual estimation and assessment, colour identification and tagging
- typical material defects and characteristics
- treatment of materials to eradicate insect attack or other defects
- distribution processes for assessed materials
- storage systems and labelling

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- types of tools and equipment used for visually assessing materials and procedures for their safe use and maintenance
- procedures for recording and reporting workplace information.

Assessment Conditions

The following resources must be made available:

- materials for visual assessment
- equipment for measuring moisture in logs
- site policies and procedures for visually assessing materials
- recording or reporting tools for recording outcomes of assessment and
- personal protective equipment relevant to visually assessing materials

Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting.

Assessor requirements

Assessors must:

- hold the appropriate assessor competency standards as outlined in regulations; and
- be able to demonstrate vocational competencies at least to the level being assessed; and
- be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and assessor competence.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPCOR4201 Monitor safety, health and environment policies and procedures

Modification History

Release	Comment
1	Replaces equivalent unit FPICOR4201B Monitor safety, health and environment policies and procedures, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format.

Application

This unit of competency describes the outcomes required to monitor safety health and environment (SHE) on a site, adhering to defined policies and procedures to ensure own safety and that of others, together with protection of the environment. The unit includes monitoring of environmental management systems

The unit applies to those a wide range of roles across all industry sectors.

No licensing, legislative, regulatory, or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Forest Growing and Management

Harvesting and Haulage

Sawmilling and Processing

Timber Manufactured Products

Timber Merchandising

Wood Panel Products

Timber Truss and Frame Design and Manufacture

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Elements and Performance Criteria

ELEMENTS Elements describe the essential outcomes.	**PERFORMANCE CRITERIA** Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.
1. Monitor safety, health and environment (SHE) practices	1.1 Monitor tasks in a safe manner in line with legislative requirements and environmental management systems, organisational policies and procedures 1.2 Monitor organisation of duties, equipment and materials in line with SHE requirements and organisational procedures 1.3 Establish and maintain communication with others in line with SHE requirements
2. Monitor and assess risks	2.1 Monitor and assess hazards in the work area, and report to designated personnel. 2.2 Monitor and assess SHE issues and risks in the work area, and report to appropriate personnel 2.3 Analyse work practices and processes to identify areas for improvement in relation to SHE issues and risks 2.4 Determine and implement changes to work practices and processes to improve SHE concerns 2.5 Monitor workplace procedures and work instructions for controlling risks and protecting the environment 2.6 Check SHE or incident reports to ensure they are in line with workplace procedures and State or Territory legislation
3. Monitor emergency procedures	3.1 Monitor appropriate personnel verification in an emergency. 3.2 Monitor workplace procedures for dealing with own safety, safety of others, environmental incidents, accidents, and emergencies within scope of responsibilities 3.3 Monitor emergency and evacuation procedures after an emergency, and make suggestions to appropriate personnel about lessons learnt and changes required 3.4 Record and report SHE procedures in line with workplace procedures
4. Monitor environmental procedures	4.1 Monitor and record community and organisational environmental goals

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ELEMENTS	PERFORMANCE CRITERIA
	4.2 Monitor training and operational controls to ensure they are in line with workplace procedures 4.3 Check and monitor environmental measures for corrective action 4.4 Integrate care for the environment into all day-to-day activites 4.5 Conduct progress reviews to assess impact on the environment

Foundation Skills

This section describes those core and employment skills that are essential to performance and are not explicit in the performance criteria.	
Numeracy skills to:	• measure and monitor environmental performance.
Oral communication skills to:	• escalate issues requiring attention. • communicate with colleagues about risks and hazards.
Reading skills to:	• interpret policies and procedures.
Writing skills to:	• make reports about incidents.
Intitatve and enterprise skills to:	• find safer and more environmentally ways of working.

Range of Conditions

Not Applicable

Unit Mapping Information

FPICOR4201B Monitor safety, health and environment policies and procedures

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPCOR4201 Monitor safety, health and environment policies and procedures

Modification History

Release	Comment
1	Replaces equivalent unit FPICOR4201B Monitor safety, health and environment policies and procedures, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format. Assessment requirements now specify the performance and knowledge evidence, as well as assessment conditions for this unit of competency. These sections simplify and replace components used in the previous unit format, including Required Skills and Knowledge, Evidence Guide and Range Statement.

Performance Evidence

A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit. If a specific volume or frequency is not stated below, then evidence must be provided that the following requirements have been performed on at least one occasion:

- follow organisational policies and procedures relevant to monitoring SHE policies and procedures
- monitor SHE policies and procedures within the organisation
- monitor safe and healthy working conditions
- assess environmental measures within the organisation.

Knowledge Evidence

A person competent in this unit must be able to demonstrate knowledge of:

- applicable Commonwealth, State or Territory legislation, regulations, standards, codes of practice and established safe practices relevant to the full range of processes for monitoring SHE policies and procedures
- environmental protection requirements, including the safe disposal of waste material
- organisational and site standards, requirements, policies and procedures relevant to monitoring SHE policies and procedures
- community issues in relation to the environment
- lessons learnt after an emergency
- environmental risk and hazard identification
- assessment and control of risks

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- emergency procedures
- environmental management systems
- procedures for recording and reporting workplace information.

Assessment Conditions

The following resources must be made available:

- organisational policies and procedures relevant to safety, health and environment
- relevant personnel for the purposes of communicating information

Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting.

Assessor requirements

Assessors must:

- hold the appropriate assessor competency standards as outlined in regulations; and
- be able to demonstrate vocational competencies at least to the level being assessed; and
- be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and assessor competence.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPCOR4202 Monitor and review forestry operations

Modification History

Release	Comment
1	Replaces equivalent unit FPICOR4202B Monitor and review forestry operations, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format.

Application

This unit of competency describes the outcomes required to monitor and review forestry operations on a site with a view to recommend improvements develop new and flexible approaches.

The unit applies to job roles that incorporate monitoring and reviewing forestry operations in a forest environment.

No licensing, legislative, regulatory, or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Forest Growing and Management

Harvesting and Haulage

Elements and Performance Criteria

ELEMENTS Elements describe the essential outcomes.	PERFORMANCE CRITERIA Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.
1. Monitor forestry operations	1.1 Establish and maintain communication with others in line with forestry operations requirements.

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ELEMENTS	PERFORMANCE CRITERIA
	1.2 Monitor tasks in a safe manner in line with legislative requirements and environmental management systems, organisational policies and procedures. 1.3 Monitor organisation of duties, practices, equipment and materials in line with WHS requirements and organisational procedures.
2. Review improvement opportunities	2.1 Review operational plans and site practices for potential improvement, modifications and time savings. 2.2 Monitor and record community and organisational environmental goals. 2.3 Monitor training and operational controls to ensure they are in line with workplace procedures. 2.4 Record and report recommendations for improvement for resourcing requirements. 2.5 Plans to introduce change in consultation with appropriate personnel.
3. Develop new and flexible approaches	3.1 Develop and trial new systems and technologies on site following WHS requirements and in line with site requirements. 3.2 Check new systems for effective improvements or time savings, modify and communicate to appropriate personnel for implementation. 3.3 Monitor and care for the environment through integration into all day-to-day activities. 3.4 Conduct progress reviews to assess impact of improvement and on the environment. 3.5 Record and report forestry operation procedures in line with workplace procedures.

Foundation Skills

This section describes those core and employment skills that are essential to performance and are not explicit in the performance criteria.	
Oral communication skills to:	• build rapport and interact effectively with forestry operations staff and management to monitor operations • operate effectively in a change environment.
Planning and initiative skills to:	• identify aspects of operations that could be improved.

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Range of Conditions

Not Applicable

Unit Mapping Information

FPICOR4202B Monitor and review forestry operations

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPCOR4202 Monitor and review forestry operations

Modification History

Release	Comment
1	Replaces equivalent unit FPICOR4202B Monitor and review forestry operations, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format. Assessment requirements now specify the performance and knowledge evidence, as well as assessment conditions for this unit of competency. These sections simplify and replace components used in the previous unit format, including 'Required Skills and Knowledge, Evidence Guide and Range Statement.

Performance Evidence

A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit. If a specific volume or frequency is not stated below, then evidence must be provided that the following requirements have been performed on at least one occasion:

- follow applicable Commonwealth, State or Territory legislative and regulatory requirements and codes of practice relevant to monitoring and reviewing forestry operations
- follow organisational policies and procedures relevant to monitoring and reviewing forestry operations
- monitor and review operational policies and procedures within the organisation
- develop new and flexible approaches for conducting forestry operations
- measure improvement outcomes.

Knowledge Evidence

A person competent in this unit must be able to demonstrate knowledge of:

- applicable Commonwealth, State or Territory legislation, regulations, standards, codes of practice and established safe practices relevant to the full range of processes for monitoring and reviewing forestry operations
- environmental protection and care requirements including:
  - environmental sustainability
  - protection of water courses and water quality
  - soil and salinity management
  - reduction and disposal of waste

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    - energy efficiency
    - biodiversity and habitat protection
    - conservation of natural resources
    - fire management
- organisational and site standards, requirements, policies and procedures relevant to monitoring and reviewing forestry operations
- sustainable procurement practices, including selecting products and services on the basis of how they minimise and monitor their impact on the environment
- types of equipment used in forestry operations, their procedures for use, operation and maintenance
- forestry operations, techniques and technology, including:
    - improvement of timber technology methodologies
    - on-site forestry operations
    - ancillary forest operations
- environmental risks and hazard identification
- environmental management systems, including:
    - compliance, improvement and prevention
    - continuous cycle of plan, implement, monitor, review and improve environmental practices and systems
- established communication channels and protocols
- procedures for recording and reporting workplace information.

Assessment Conditions

The following resources must be made available:

- access to a forestry operation
- applicable Commonwealth, State or Territory legislative and regulatory requirements and codes of practice relevant to monitoring and reviewing forestry operations.

Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting.

Assessor requirements

Assessors must:

- hold the appropriate assessor competency standards as outlined in regulations; and
- be able to demonstrate vocational competencies at least to the level being assessed; and
- be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and assessor competence.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPCOR4203 Monitor quality and product care procedures

Modification History

Release	Comment
1	Replaces equivalent unit FPICOR4203B Monitor quality and product care procedures, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format.

Application

This unit of competency describes the outcomes required to coordinate, monitor and control product care and supply.

Work is completed in a variety of work settings including a forest environment, forest products factory, any type of mill or timber treatment plant.

The unit applies to a wide range of roles across all industry sectors

No licensing, legislative, regulatory, or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Core

Elements and Performance Criteria

ELEMENTS Elements describe the essential outcomes.	PERFORMANCE CRITERIA Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.
1. Coordinate quality system practices	1.1 Communicate quality standards, policies, procedures and quality assurance monitoring activities to production personnel. 1.2 Confirm understanding, encourage and support participation in

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ELEMENTS	PERFORMANCE CRITERIA
	quality practices. 1.3 Monitor operational activities to ensure policies and procedures are followed and quality standards are maintained. 1.4 Check product specifications and coordinate workplace compliance. 1.5 Record and report quality and product care outcomes for all monitoring processes.
2. Monitor and control product care	2.1 Coordinate visual inspection of product before processing or completion. 2.2 Plan product recovery to optimise resource value and minimise waste. 2.3 Plan potential of materials to provide highest value added return. 2.4 Monitor assessment of species, timber structure, features and characteristics and report in line with organisational procedures. 2.5 Monitor material grading and direct to best end use in line with industry standards. 2.6 Monitor machinery and equipment maintenance and adjust to minimise production waste. 2.7 Assess problems immediately and rectify to avoid repetition of lost product.
3. Control product supply quality	3.1 Assess products against quality and customer specifications. 3.2 Monitor and control product despatch processes to prevent and minimise damage. 3.3 Ensure products are supplied on time and to customer expectations.

Foundation Skills

This section describes those core and employment skills that are essential to performance and are not explicit in the performance criteria.	
Numeracy skills to:	• interpret complex numerical data in quality standards, product specifications and production reports relating to dimensions, volume and grades.
Oral communication skills to:	• provide clear and unambiguous information about quality standards, policies, procedures and quality assurance monitoring activities to production personnel.

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Reading skills to:	• interpret familiar and detailed organisational policies and procedures and complex documents: • quality standards • quality system monitoring records
Writing skills to:	• maintain accurate comprehensive quality system records • produce detailed reports on performance against quality standards.
Initiative and enterprise skills to:	• generate ideas for maximising resources and minimising waste.
Planning and organising skills to:	• coordinate all aspects of the organisation's quality system using specified quality standards to guide activities.
Problem-solving skills to:	• identify deficiencies in production practices and implement timely responses to ensure quality outcomes and compliance with quality standards. • monitor and assess production activities and rectify problems swiftly.
Self-management skills to:	• critically, rationally and logically analyse production performance against quality standards.
Teamwork skills to:	• take a lead role and work as part of a team to achieve compliance with quality standards.

Technology skills to:	• optimise the capabilities of machinery and equipment
	• use:
	  • a computer, keyboard and printer
	  • the system capabilities and functions of a word processing software to produce and file quality system documents.

Range of Conditions

Not Applicable

Unit Mapping Information

FPICOR4203B Monitor quality and product care procedures

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPCOR4203 Monitor quality and product care procedures

Modification History

Release	Comment
1	Replaces equivalent unit FPICOR4203B Monitor quality and product care procedures, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format. Assessment requirements now specify the performance and knowledge evidence, as well as assessment conditions for this unit of competency. These sections simplify and replace components used in the previous unit format, including Required Skills and Knowledge, Evidence Guide and Range Statement

Performance Evidence

A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit. If a specific volume or frequency is not stated below, then evidence must be provided that the following requirements have been performed on at least one occasion:

- follow organisational policies and procedures relevant to monitoring of quality and product care procedures
- monitor and control product care and supply against an organisation specific or second or third party certification quality system for a real or simulated business operation
- monitor and control product care and supply for a specified product
- complete accurate comprehensive quality system records
- produce detailed reports on performance against quality standards.

Knowledge Evidence

A person competent in this unit must be able to demonstrate knowledge of:

- purpose of quality systems for the forest and wood products industry and for the individual organisation
- format, content and use of:
  - industry and organisation specific quality standards
  - organisational policies and procedures that align to quality standards
  - quality system monitoring records
- visual inspection aspects of tree, log or timber products which includes:
  - assessing the appropriateness of features

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  - contamination
  - tree, log or timber colours
  - tree, log or timber characteristics
  - insect damage
  - surface finish and texture
  - loose surfaces
  - organic defects
  - breakages
  - machine damage
- scheduling requirements for quality system monitoring activities
- record keeping requirements for quality systems
- roles and responsibilities of quality system coordinators and production personnel in quality system management processes
- methods for communicating quality standards, policies, procedures and quality assurance monitoring activities to production and despatch personnel
- methods for assessing quality of materials, production and despatch processes and finished products
- techniques to optimise the use of machinery and equipment
- organisational procedures for documenting quality system records and reports.

Assessment Conditions

The following resources must be made available:

- computers, keyboards, printers and software used to produce and maintain quality system records and reports
- industry and organisation specific quality standards
- a suite of organisational policies and procedures that align to the quality standards
- template quality system monitoring records and reports
- schedules for quality system monitoring activities
- comprehensive real or simulated information in order to coordinate and monitor quality processes
- organisational policies and procedures for documenting quality system records and reports
- production personnel with whom the individual can interact.

Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting.

Assessor requirements

Assessors must:

- hold the appropriate assessor competency standards as outlined in regulations; and
- be able to demonstrate vocational competencies at least to the level being assessed; and
- be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and assessor competence.

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Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPCOR6201 Manage sustainability in the workplace

Modification History

Release	Comment
1	Replaces equivalent unit FPICOR6201A Manage sustainability in the workplace which was first released with FPI11 Forest and Forest Products Training Package Version 2.2

Application

This unit of competency describes the outcomes required to design and manage approaches to sustainability, including the development and implementation of sustainability policies across a range of forest and wood products industry workplaces and operations of all sizes.

The unit applies to job roles including Forest/Timber Harvester, Forest Planner, Forest Sustainability Manager, Forestry Manager, General Manager, Plantation Manager, Sustainability Manager, Technical Forester and Technical Services Manager.

No licensing, legislative, regulatory, or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil.

Unit Sector

Core.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.*

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ELEMENTS	PERFORMANCE CRITERIA
1. Evaluate workplace sustainability requirements	1.1 Assess existing organisational policies and procedures for sustainability. 1.2 Conduct research to define scope of organisational sustainability requirements. 1.3 Consult stakeholders as a key component of the research process. 1.4 Document recommendations based on research outcomes and provide feedback to appropriate personnel and stakeholders.
2. Design policy	2.1 Design policy that reflects organisational commitment to sustainability as an integral part of business planning. 2.2 Develop and circulate draft policy to stakeholders and appropriate personnel for feedback. 2.3 Review and revise policy, based on feedback. 2.4 Agree, document and communicate appropriate strategies for implementation to stakeholders
3. Manage policy implementation	3.1 Establish timelines and budget for implementation. 3.2 Allocate resources to the implementation process, in line with timelines and budget. 3.3 Assign implementation responsibilities to appropriate personnel and advise expected outcomes. 3.4 Establish targets and indicators to maximise policy outcomes. 3.5 Establish processes to facilitate policy implementation.
4. Review policy	4.1 Evaluate changing trends and consider opportunities for improved workplace sustainability policy. 4.2 Monitor reports for feedback that supports continuous improvement of sustainability practices. 4.3 Regularly evaluate policy and modify to enhance sustainability practices.

Foundation Skills

This section describes those core and employment skills that are essential to performance and are not explicit in the performance criteria.	
Numeracy skills to:	• Interpret and calculate complex numerical data to establish and

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	manage budgets.
Oral communication skills to:	• Hold high-level consultative discussions to generate ideas for and negotiate content of sustainability policies.
Reading skills to:	• Interpret complex information in a range of internal and external source documents to plan organisational sustainability policy.
Writing skills to:	• Develop and document comprehensive sustainability policies in a style and format easily understood by the full scope of organisational employees.
Planning and organising skills to:	• Source, collect and organise a range of data to inform sustainability policies. • Plan and manage own timing and productivity to complete initial and amended policies, budgets and implementation plans.
Technology skills to:	• Use a computer, keyboard and software to prepare policies, budgets and plans.

Unit Mapping Information

FPICOR6201A Manage sustainability in the workplace

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPCOR6201 Manage sustainability in the workplace

Modification History

Release	Comment
1	Replaces equivalent unit FPICOR6201A Manage sustainability in the workplace which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. Assessment requirements now specify the performance and knowledge evidence, as well as assessment conditions for this unit of competency. These sections simplify and replace components used in the previous unit format, including 'Required Skills and Knowledge, Evidence Guide and Range Statement'.

Performance Evidence

A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit, and must be able to provide evidence that they can:

- Manage the policy development and implementation process for one of the following types of sustainability policies:
  - economic
  - social
  - environmental.
- Produce a detailed written policy.
- Determine, document and communicate key targets and performance indicators for the success of the sustainability policy.

Knowledge Evidence

A person competent in this unit must be able to demonstrate knowledge of:

- Purpose and key content of environmental or sustainability laws applicable to the forest and wood products industry and organisation.
- Key content of current government and industry sustainability initiatives, codes of practice and guidelines.
- Features, at an in-depth level of understanding, of different aspects of sustainability, including:
  - economic
  - social
  - environmental

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- Impacts of forest and wood products industry production process on the environment and environmental protection practices, at an in-depth level of understanding, for:
  - reducing water and energy use
  - cleaning of plant, tools and equipment
  - disposing of, recycling and reusing timber and other waste
  - reducing use of toxic materials and hazardous chemicals
  - minimising resource use through changes in process, facility design and management.
- Processes and practices for managing sustainability in the workplace, including:
  - internal and external consultation
  - gathering and responding to feedback
  - policy development
  - policy implementation
  - evaluating and modifying policy.
- Format, content and use of policy documents.
- Targets and performance indicators for effectiveness of sustainability practices and methods of communicating these to team members.
- Methods to monitor and respond to organisational performance in managing sustainability.

Assessment Conditions

The following resources must be made available:

- Computers, keyboards, printers and software used to prepare budgets, document policies and implementation plans.
- Comprehensive information about the operation of a real or simulated business to determine sustainability management requirements.
- Documents and proformas commonly used in the management of sustainability, such as:
  - worksheets
  - record and data collection sheets
  - sustainability policies.

Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting.

Assessor requirements

Assessors must:

- Hold the appropriate assessor competency standards as outlined in regulations; and
- be able to demonstrate vocational competencies at least to the level being assessed; and
- be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and assessor competence.
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FWPCOR6202 Implement practices to maximise value from wood residues

Modification History

Release	Comment
1	Replaces equivalent unit FPICOR6202A Implement practices to maximise value from wood residues which was first released with FPI11 Forest and Forest Products Training Package Version 2.2.

Application

This unit of competency describes the outcomes required to evaluate and implement effective wood management practices that ensure maximum product value recovery and adherence to environmentally sustainable principles. It can apply to the full scope of forest and wood products industry workplaces and to operations of all sizes.

The unit applies to job roles including Designer (Manufacturing and Engineered Wood Products), Environmental Planner and Manager, Forest Planner, Forest Sustainability Manager, Forestry Manager, General Manager, Plantation Manager, Sustainability Manager, Technical Forester, Technical Services Manager and Value Recovery Officer.

No licensing, legislative, regulatory, or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil.

Unit Sector

Core

Elements and Performance Criteria

ELEMENTS	**PERFORMANCE CRITERIA**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text*

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ELEMENTS	**PERFORMANCE CRITERIA** *is used, further information is detailed in the range of conditions.*
1. Scope a value maximisation plan	1.1 Review management plans and organisational priorities with respect to value maximisation requirements 1.2 Identify required production authorisations, determine timeline and budget and check with appropriate personnel. 1.3 Determine applications and demand for wood and residue material and document in line with organisational procedures. 1.4 Determine and document any special process requirements and product value chain. 1.5 Consult with stakeholders to obtain input to the plan. 1.6 Determine and document most appropriate value maximisation options for the organisation or site.
2. Develop and document a value maximisation plan	2.1 Identify legal, organisational, environmental protection and best practice parameters governing wood management practices. 2.2 Determine and document in the plan the most appropriate value maximisation practices for the organisation or site. 2.3 Document methodology, schedule, budget and legal requirements for implementation of value maximisation practices 2.4 Define technology, materials and resources required for implementation of value maximisation plan 2.5 Develop value maximisation plan and submit to the appropriate personnel for approval.
3. Implement value maximisation practices	3.1 Implement value maximisation practices identified in the plan in line with methodology, schedule, budget and legal requirements. 3.2 Obtain required authorisations for use of technology, materials and resources. 3.3 Communicate production schedule for value maximisation plan to appropriate personnel. 3.4 Establish processes to monitor implementation of the plan.
4. Review and improve value maximisation practices	4.1 Monitor value maximisation plan and review against methodology and production schedule. 4.2 Analyse information and data to determine effectiveness of value maximisation practices. 4.3 Prepare improvement recommendations based on information, data analysis and consultative processes. 4.4 Record and report outcomes to appropriate personnel.

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Foundation Skills

This section describes those core and employment skills that are essential to performance and are not explicit in the performance criteria.	
Numeracy skills to:	• Interpret and calculate complex numerical data to establish and manage budgets.
Oral communication skills to:	• Hold high-level consultative discussions to generate ideas for and negotiate content of value maximisation plans.
Reading skills to:	• Interpret complex information in a range of internal and external source documents to plan maximisation practices.
Writing skills to:	• Develop and document comprehensive value maximisation plans in a style and format easily understood by a range of organisational employees.
Planning and organising skills to:	• Source, collect and organise a range of data to inform value maximisation plans. • Plan and manage own timing and productivity to develop and implement plans.
Technology skills to:	• Use a computer, keyboard and software to prepare budgets and plans.

Unit Mapping Information

FPICOR6202A Implement practices to maximise value from wood residues

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPCOR6202 Implement practices to maximise value from wood residues

Modification History

Release	Comment
1	Replaces equivalent unit FPICOR6202A Implement practices to maximise value from wood residues which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. Assessment requirements now specify the performance and knowledge evidence, as well as assessment conditions for this unit of competency. These sections simplify and replace components used in the previous unit format, including 'Required Skills and Knowledge, Evidence Guide and Range Statement'.

Performance Evidence

A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit, and must be able to provide evidence that they can:

- Manage the development, implementation and evaluation process for one wood value maximisation plan.
- Produce a detailed written plan with clearly identified value maximisation practices.

Knowledge Evidence

A person competent in this unit must be able to demonstrate knowledge of:

- Purpose and key content and of legislation or regulation applicable to wood management practices.
- Key content of current government and industry initiatives, codes of practice and guidelines relevant to wood management practices.
- Different applications for wood and residue material, markets and general market value, including:
  - poles
  - piles and bridge timbers
  - veneer logs
  - saw logs
  - chip logs
  - charcoal logs
  - woody biomass
  - structural and non-structural timbers

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    - timber composites
    - timber panel products
    - timber engineered products
    - eucalyptus oil
    - extractives.
- Potential uses for wood residues and by products, markets and general market value
- Production practices that avoid or reduce wood residues.
- Role of wood or waste products in generating renewable energy through biomass.
- Types of authorisations, permits and licences relating to the following:
    - sites or properties
    - hours of operation
    - use and application of chemicals
    - environmental issues.
- Processes and practices for:
    - internal and external consultation
    - developing and implementing value maximisation plans
    - collecting and analysing relevant data
    - evaluating and modifying plans.
- Format, content and use of value maximisation plans.

Assessment Conditions

The following resources must be made available:

- Computers, keyboards, printers and software used to prepare budgets and document plans.
- Comprehensive information about the operation of a real or simulated business to determine value maximisation practices.
- Documents and proformas commonly used to plan, implement, review and improve value maximisation practices, including:
    - worksheets
    - budgets
    - policies and procedures
    - value maximisation plans.

Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting.

Assessor requirements

Assessors must:

- Hold the appropriate assessor competency standards as outlined in regulations; and
- be able to demonstrate vocational competencies at least to the level being assessed; and

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- be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and assessor competence.

Links

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FWPCOT2202 Rack material

Modification History

Release	Comments
1	Replaces equivalent unit FPICOT2202B Rack material, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format.

Application

This unit of competency describes the outcomes required to identify, sort and rack hardwood or softwood material in a forest products factory settings. The unit includes verification of material to ensure appropriate quality and separation of material with faults.

The unit applies to Kiln Worker, Treatment Plant Worker, Sawmill Worker, Production Worker , Manufacturing Assistant (Timber Products) ,Timber Manufacturing Worker, Timber Products Worker, Timber Puller.

No licensing, legislative, regulatory, or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Common Technical

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.

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ELEMENTS	PERFORMANCE CRITERIA
1. Prepare to rack material	1.1 Review work order and where required check with appropriate personnel. 1.2 Identify type and quantity of material to be racked. 1.3 Select appropriate personal protective and other equipment and check for operational effectiveness. 1.4 Plan racking processes in line with work order.
2. Identify material	2.1 Follow organisational safety procedures throughout all racking processes. 2.2 Identify requirements for standard diameter ranges of round poles by visual estimate or use of a measuring tool. 2.3 Identify requirements for standard cross sections of sawn or dressed boards by visual estimate or use of a measuring tool. 2.4 Identify requirements for standard lengths of material by visual estimate or use of a measuring tool 2.5 Identify and interpret stress grade labels, colour identification marks and other tags
3. Rack material	3.1 Check bearers for consistent thickness and damage and dispose of substandard ones. 3.2 Place bearers and spacing sticks squarely, evenly and consistently. 3.3 Rack material in line with work order and organisational safety procedures. 3.4 Rack material of consistent type, cross section, length or diameter. 3.5 Identify, separate and dispose of faulty material in line with environmental protection practices. 3.6 Clear work area regularly to maintain a safe and efficient workflow. 3.7 Record and report processes and equipment faults to appropriate personnel.

Foundation Skills

This section describes those core and employment skills that are essential to performance and are not explicit in the performance criteria.

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Numeracy skills to:	• identify diameters, cross sections and lengths of materials by visual estimation or using a measuring tape or gauge. • complete basic calculations for spacing of bearers.
Oral communication skills to:	• ask open and closed probe questions and actively listen to clarify contents of work orders.

Reading skills to:	• interpret detailed familiar and unfamiliar:
	  • workplace health and safety and other organisational procedures
	  • work orders.

Writing skills to:	• complete accurate basic records for processes and equipment faults.
Planning and organising skills to:	• efficiently and logically sequence the stages of preparation and racking work using work order to guide activities.

Range of Conditions

Not Applicable

Unit Mapping Information

FPICOT2202B Rack material

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPCOT2202 Rack material

Modification History

Release	Comments
1	Replaces equivalent unit FPICOT2202B Rack material, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format. Assessment requirements now specify the performance and knowledge evidence, as well as assessment conditions for this unit of competency. These sections simplify and replace components used in the previous unit format, including Required Skills and Knowledge, Evidence Guide and Range Statement\

Performance Evidence

A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit. If a specific volume or frequency is not stated below, then evidence must be provided that the following requirements have been performed on at least one occasion:

- follow organisational policies and procedures relevant to racking material
- safely prepare, sort and rack material to industry standards
- identify, separate and safely dispose of material with faults.
-

Knowledge Evidence

A person competent in this unit must be able to demonstrate knowledge of:

- environmental protection practices for disposing of, recycling and reusing timber and other waste
- range of industry standard diameters, lengths, cross sections, tolerances, stress grades and applicable terminology
- methods of visual estimation, grading, colour identification and tagging
- purpose, features and operation of equipment used to rack materials
- requirements for quality and dimensions of bearers
- organisational procedures specific to racking material:
  - workplace health and safety with particular emphasis on use of personal protective equipment

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- communication reporting lines
- recording and reporting processes and equipment faults.
-

Assessment Conditions

The following resources must be made available:

- tools and equipment used to rack materials
- personal protective equipment (PPE) suitable for racking material
- commercial quantities of timber materials to be racked
- work order with specific instructions for racking material
- template documents for recording processes and equipment faults
- organisational procedures for racking material.

Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting.

Assessor requirements

Assessors must:

- hold the appropriate assessor competency standards as outlined in regulations; and
- be able to demonstrate vocational competencies at least to the level being assessed; and
- be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and assessor competence.
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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPCOT2203 Finish and pack products

Modification History

Release	Comments
Release 2	This version released with FWP Forest and Wood Products Training Package Version 3.0.
Release 1	This version released with FWP Forest and Wood Products Training Package Version 2.0.

Application

This unit of competency specifies the outcomes required to set up and conduct the finishing process and pack products. The unit includes machining and manually or machine coating products.

The unit applies to timber manufacturing and production workers that coat and package products to complete finishing operations in a forest products factory setting.

No licensing or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Sawmilling and Processing

Timber Manufactured Products

Wood Panel Products

Elements and Performance Criteria

Elements *Elements describe the essential outcomes.*	**Performance Criteria** *Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.*
1. Set up production	1.1 Identify products, processes and production requirements in line

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Elements	Performance Criteria
processes	with work order and site procedures. 1.2 Prepare to work safely according to workplace work health and safety (WHS) requirements. 1.3 Inspect equipment, tools and materials for operational effectiveness in line with manufacturer recommendations and site procedures. 1.4 Conduct test run, by machining sample material in line with set-up processes and site requirements. 1.5 Inspect machined product for faults and alter setup to rectify identified problems.
2. Conduct finishing operations	2.1 Measure and mark material for processing in line with work order and in consultation with appropriate personnel. 2.2 Machine material and identify, remove and repair or dispose of defects in line with site procedures. 2.3 Identify, investigate and resolve equipment faults and routine problems, as required. 2.4 Clear work area and dispose of waste material in line with relevant environmental policies and procedures.
3. Coat products	3.1 Identify and plan coating requirements and select coat in line with site procedures. 3.2 Prepare coating area to provide suitable clean area that minimises surface defects during drying, in line with site procedures. 3.3 Open, decant and mix coat in line with manufacturer recommendations and safe work procedure. 3.4 Apply coat according to planned method and sequence in line with manufacturer recommendations and site standards. 3.5 Assess coat regularly to identify and remove faults in line with site standards. 3.6 Dispose of products with coat faults in line with site procedures and environmental requirements. 3.7 Clear work area, store materials and dispose of chemical waste according to site procedures and environmental protection requirements.
4. Pack finished products	4.1 Check finished products for faults and conformance, and segregate and store in line with workplace procedure and environmental requirements. 4.2 Interpret packing requirements from work order and other relevant documentation. 4.3 Pack finished products in line with site procedures and work orders,

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Elements	Performance Criteria
	using suitable packing materials. 4.4 Record packaged products in line with site procedures. 4.5 Record and report finishing process to appropriate personnel.

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Numeracy skills to:	• measure coating ingredients.
Oral communication skills to:	• communicate with relevant personnel to ensure safety and production requirements are met • ask questions to clarify and confirm production information.
Reading skills to:	• read dials on equipment, safety data sheets (SDS) and shift changeover reports.
Writing skills to:	• record and report faults • complete routine inspection checklists.
Planning and organising skills to:	• follow guidelines relating to minimising, disposing of, recycling and re-using waste.
Problem solving skills to:	• inspect the work area for hazards and control risk according to the hierarchy of risk control.
Technology skills to:	• operate and maintain plant and machinery.

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FWPCOT2203 Finish products Release 2	FWPCOT2203 Finish products Release 1	Minor typographical errors corrected	Equivalent unit

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPCOT2203 Finish and pack products

Modification History

Release	Comments
Release 2	This version released with FWP Forest and Wood Products Training Package Version 3.0.
Release 1	This version released with FWP Forest and Wood Products Training Package Version 2.0.

Performance Evidence

A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit. If a specific volume or frequency is not stated below, then evidence must be provided that the following requirements have been performed on at least one occasion:

- set up finishing and coating operations according to workplace requirements and site procedures
- conduct finishing and coating operations according to safe work procedures
- prepare coating chemicals in line with manufacturer recommendations and site procedures
- assess and rectify defects and faults during the coating process in line with safe work procedures
- package finished products according to organisational guidelines
- record and report faults and finishing and packing process information
- perform emergency stop.
-

Knowledge Evidence

A person competent in this unit must be able to demonstrate knowledge of:

- safe work procedures involved in finishing and packing finished products
- emergency response procedures relevant to the job (accident, fire, serious process fault)
- environmental protection requirements relating to the safe disposal of waste material (including preservative treated timber), the safe use and storage of chemicals, and the cleaning of plant, tools and equipment
- criteria for recycling and re-using material with defects
- hazards and risks associated with finishing and coating fabricated products, including environmental hazards and risks

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- problem identification and resolution strategies, common fault finding techniques, and typical product and coat defects
- procedures for the operation and maintenance of tools and equipment
- procedures for recording and reporting equipment and product faults, and process information.
-

Assessment Conditions

The following resources must be made available:

- work order
- product to coat
- coating equipment and tools
- coating chemicals
- material for packaging
- personal protective equipment required for finishing products.

Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting.

Assessor requirements

Assessors must:

- hold the appropriate assessor competency standards as outlined in regulations; and
- be able to demonstrate vocational competencies at least to the level being assessed; and
- be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and assessor competence.
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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPCOT2209 Produce finger jointed timber

Modification History

Release	Comment
1	Replaces equivalent unit FPICOT2209B Produce finger jointed timber, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format.

Application

This unit of competency describes the outcomes required to produce finger jointed timber, including preparing and mixing glue and maintaining production processes to ensure quality and continuity of supply.

The unit applies to timber products operators involved with the production of finger jointed timber in a forest products factory setting

No licensing, legislative, regulatory, or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Timber Manufactured Products

Sawmilling and Processing

Elements and Performance Criteria

ELEMENTS *Elements describe the essential outcomes.*	**PERFORMANCE CRITERIA** *Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.*
1. Prepare for	1.1 Review work order and where required check with appropriate

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operation	personnel. 1.2 Identify glue requirements and mix to ensure minimal wastage; dispose of excess material in line with environmental protection practices. 1.3 Select appropriate equipment and check for operational effectiveness in line with manufacturer's recommendations.
2. Start jointing process	2.1 Prepare materials and check samples in line with organisational procedures. 2.2 Use equipment in line with organisational safety procedures, manufacturer’s instructions environmental protection practices. 2.3 Commence jointing process, identify problems and adjust settings. 2.4 Check finished joints for strength and appearance in line with organisational quality standards. 2.5 Dispose of sub-standard samples and finished products in line with environmental protection practices.
3. Maintain production flow	3.1 Run automatic jointing process and regularly check correct operation of all sections. 3.2 Monitor processes to ensure continuity of supply and processing. 3.3 Evaluate product quality regularly and make required adjustments. 3.4 Clear work area regularly in line with organisational safety procedures. 3.5 Identify routine processing and equipment faults and resolve or report to appropriate personnel. 3.6 Complete production and quality records and report in line with organisational procedures.
4. Complete operator maintenance	4.1 Follow organisational safety procedures to lock out equipment. 4.2 Check cutters and saw blades for bluntness or damage. 4.3 Remove and replace cutters and blades in line with manufacturer’s recommendations. 4.4 Dispose of used blades in line with organisational procedures and environmental protection practices. 4.5 Record and report equipment faults and maintenance requirements to appropriate personnel.

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Foundation Skills

This section describes those core and employment skills that are essential to performance and are not explicit in the performance criteria.	
Numeracy skills to:	• calculate quantity of glue to meet work order production requirements • calculate routine mixing ratios for glue • calculate time for glue to cure • complete routine production records involving quantities tallied against orders.
Oral communication skills to:	• ask questions and actively listen to clarify contents of work orders • make accurate verbal reports on processing and equipment faults.

Reading skills to:	• interpret:
	  • workplace health and safety and other organisational procedures
	  • work orders
	  • safety data sheets for glue
	  • manufacturers' instructions and maintenance recommendations.

Writing skills to:	• complete accurate basic records for production outcomes, equipment faults and maintenance requirements.
Planning and organising skills to:	• efficiently and logically sequence the stages of preparation and production using work order to guide activities.
Problem-solving skills to:	• identify and dispose of sub-standard samples and finished products • recognise faulty equipment and resolve by reporting or rectifying.
Technology skills to:	• select, use and maintain appropriate machinery, tools and personal protective equipment used for producing finger jointed timber.

Range of Conditions

Not Applicable

Unit Mapping Information

FPICOT2209B Produce finger jointed timber

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPCOT2209 Produce finger jointed timber

Modification History

Release	Comment
1	Replaces equivalent unit FPICOT2209B Produce finger jointed timber, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format Assessment requirements now specify the performance and knowledge evidence, as well as assessment conditions for this unit of competency. These sections simplify and replace components used in the previous unit format, including Required Skills and Knowledge, Evidence Guide and Range Statement

Performance Evidence

- A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit. If a specific volume or frequency is not stated below, then evidence must be provided that the following requirements have been performed on at least one occasion:
- produce finger jointed timber in line with an individual work orders involving the following processes:
  - identify and confirm cross section of cleats/shooks to match finger jointing machine setup
  - load cleats/shooks to conveyor
  - reject cleats/shooks not meeting grading requirements
  - feed cleats/shooks to jointing operation
  - machine fingers on cleats/shooks
  - cure and apply glue to cleats/shooks
- monitor process to ensure continuity of production by completing these processes:
  - recognise and rectify blunt or damaged cutters
  - check and adjust settings for glue curing
  - clean and fill glue spreader
  - coordinate supply of cleats/shooks
  - dock finished boards with others to ensure continuous supply.

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Knowledge Evidence

A person competent in this unit must be able to demonstrate knowledge of:

- environmental protection practices for forest products factory settings:
  - reducing water and energy use
  - cleaning plant, tools and equipment
  - safely disposing of, recycling and reusing timber and other waste
- types of glue used for producing finger jointed timber; procedures and standards for mixing, curing and applying it
- range of industry standard cross sections, their strength, tolerances and applicable terminology
- types of tools and equipment used for producing finger jointed timber; their purpose, features, operation and basic non-specialist repair and maintenance:
  - that used for glue mixing and preparation
  - finger jointing machine stations and equipment
  - conveyors
- methods for assessing cutters and blade condition
- monitoring processes for automated jointing machines
- organisational procedures specific to producing finger jointed timber:
  - workplace health and safety with particular emphasis on equipment lock out
  - use and maintenance of equipment
  - communication reporting lines
  - recording and reporting production outcomes and equipment faults.
  -

Assessment Conditions

The following resources must be made available:

- tools and equipment used to produce finger jointed material
- maintenance tools and equipment for saws
- glue
- consumable components; cutters, saw blades
- personal protective equipment suitable for producing finger jointed timber
- a diverse, comprehensive and commercial product range of timber
- manufacturers:
  - instructions for mixing and curing glue
  - instructions for equipment use
  - recommendations for cleaning, repairing and maintaining
- work order with specific instructions for producing finger jointed timber products
- template documents for recording production outcomes and equipment faults
- organisational procedures for producing finger jointed timber.

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Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting.

Assessor requirements

Assessors must:

- hold the appropriate assessor competency standards as outlined in regulations; and
- be able to demonstrate vocational competencies at least to the level being assessed; and
- be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and assessor competence.
-

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPCOT2211 Produce pointed timber products

Modification History

Release	Comment
1	Replaces equivalent unit FPICOT2211B Produce pointed timber products, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format.

Application

This unit of competency describes the outcomes required to prepare and conduct pointing operations of hardwood and softwood material using cutter or saw type machinery.

The unit applies to operators who produce pointed timber products in a forest products factory setting.

No licensing, legislative, regulatory, or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Common Technical; applies across sectors

Elements and Performance Criteria

ELEMENTS *Elements describe the essential outcomes.*	**PERFORMANCE CRITERIA** *Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.*
1. Prepare for pointing operation	1.1 Review work order and where required check with appropriate personnel. 1.2 Select appropriate equipment and check for operational effectiveness in line with manufacturer's recommendations.

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	1.3 Plan pointing operations in line with work order.
2. Maintain pointing operation	2.1 Follow lock out procedures and adjust machinery to suit size and type of timber to be processed. 2.2 Use equipment in line with organisational safety procedures, manufacturer's instructions environmental protection practices. 2.3 Produce posts and pegs at optimal rate consistent with material type, acceptable surface finish and equipment capability. 2.4 Monitor pointing operation to ensure consistency of product dimension, quality and finish in line with organisational quality standards. 2.5 Monitor shaving and sawdust removal system to ensure waste material is effectively controlled. 2.6 Coordinate supply of material with appropriate personnel and report timber faults. 2.7 Sort and process finished products in line with organisational procedures. 2.8 Identify routine processing and equipment faults and resolve or report to appropriate personnel.
3. Shut down operation	3.1 Shut down pointing operation in line with manufacturer's recommendations. 3.2 Complete basic non-specialist maintenance for equipment in line with manufacturer's recommendations. 3.3 Record and report equipment faults and maintenance requirements to appropriate personnel. 3.4 Clear work area and dispose of waste in line with environmental protection practices. 3.5 Complete production and quality records and report in line with organisational procedures.

Foundation Skills

This section describes those core and employment skills that are essential to performance and are not explicit in the performance criteria.	
Numeracy skills to:	• interpret order sizes and set up equipment to achieve correct dimensions and grades • measure finished dimensions with accuracy appropriate to tolerances.

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Oral communication skills to:	• ask questions and actively listen to clarify contents of work orders • make accurate verbal reports on processing and equipment faults.
Reading skills to:	• interpret: • workplace health and safety and other organisational procedures • work orders • manufacturers' instructions and maintenance recommendations.
Writing skills to:	• complete accurate basic records for production outcomes, equipment faults and maintenance requirements.
Planning and organising skills to:	• efficiently and logically sequence the stages of preparation and production using work order to guide activities.
Problem-solving skills to:	• identify and reject faulty timber • recognise faulty equipment and resolve by reporting or rectifying.
Technology skills to:	• select, use and maintain appropriate machinery, tools and personal protective equipment used for producing pointed timber products.

Range of Conditions

Not Applicable

Unit Mapping Information

FPICOT2211B Produce pointed timber products

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPCOT2211 Produce pointed timber products

Modification History

Release	Comment
1	Replaces equivalent unit FPICOT2211B Produce pointed timber products, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format. Assessment requirements now specify the performance and knowledge evidence, as well as assessment conditions for this unit of competency. These sections simplify and replace components used in the previous unit format, including Required Skills and Knowledge, Evidence Guide and Range Statement.

Performance Evidence

A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit. If a specific volume or frequency is not stated below, then evidence must be provided that the following requirements have been performed on at least one occasion:

- produce pointed timber products in line with an individual work orders, which includes the following types of posts:
  - round poles covering the full range of sizes for which the equipment is suitable
  - rectangular sawn material covering the full range of sizes for which the equipment is suitable
- complete these types of basic non-specialist maintenance:
  - cleaning the machine of wood chips and sawdust
  - replacing blunt cutters or saw blades
  - inspecting machine parts for wear or damage, including guards
  - greasing and lubricating moving parts
  - checking the operation of emergency stop buttons and lock out systems.
  -

Knowledge Evidence

A person competent in this unit must be able to demonstrate knowledge of:

- environmental protection practices for forest products factory settings:

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    - reducing water and energy use
    - cleaning plant, tools and equipment
    - disposing of, recycling and reusing timber
- typical timber defects and how these affect ability to produce a quality finished product:
    - warp
    - wane
    - cupping
    - shakes
    - insect defects
    - knots
    - resin pockets
- stages of the pointing process
- tools and equipment used for producing pointed timber products; their purpose, features and operation including:
    - manually loaded equipment
    - rotating cutters and saws
- organisational procedures specific to producing pointed timber products including:
    - workplace health and safety with particular emphasis on equipment lock out
    - use and maintenance of equipment
    - communication reporting lines
    - recording and reporting production outcomes and equipment faults.

Assessment Conditions

The following resources must be made available:

- tools and equipment used to produce pointed timber products:
    - manually loaded equipment
    - rotating cutters and saws
- maintenance tools and equipment for rotating cutters and saws
- consumable components; cutters and saw blades
- personal protective equipment suitable for producing pointed timber products
- timber used to produce pointed timber products
- manufacturers':
    - instructions for equipment use
    - recommendations for cleaning, repairing and maintaining
- work order with specific details of:
    - material to be pointed
    - special client requirements
    - production timelines
- template documents for recording production outcomes and equipment faults

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- organisational procedures for producing pointed timber products
- relevant personnel for the purposes of communicating information

Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting.

Assessor requirements

Assessors must:

- hold the appropriate assessor competency standards as outlined in regulations; and
- be able to demonstrate vocational competencies at least to the level being assessed; and
- be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and assessor competence.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPCOT2220 Select trees for tending operations

Modification History

Release	Comment
1	Replaces equivalent unit FPICOT2220B Select trees for tending operations, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format.

Application

This unit of competency describes the outcomes required to select appropriate trees for tending operations which involves selecting trees to be thinned, pruned, treated for pests and other tending treatments used to provide a healthy environment for tree and forest growth. Work is completed in in a forest environment setting and involves identifying tree characteristics and marking them for specific treatments.

The unit applies to Forestry technician, Nursery technician, Supervisor (Forestry operations), Tree planter, Silviculturist, Arboriculture technician

No licensing, legislative, regulatory, or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Common Technical

Elements and Performance Criteria

ELEMENTS *Elements describe the essential outcomes.*	**PERFORMANCE CRITERIA** *Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.*
1. Prepare for selection process	1.1 Determine tree distribution, characteristics and selection method from work order and where required check with appropriate personnel

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ELEMENTS	PERFORMANCE CRITERIA
	1.2 Identify and follow site environmental protection practices and associated regulatory compliance requirements. 1.3 Determine existing and potential site hazards and assess associated risks in line with organisational procedures. 1.4 Select appropriate personal protective and other equipment and check for operational effectiveness.
2. Select and mark trees for tending	2.1 Locate forest area for tree selection in line with work order. 2.2 Designate trees for particular tending treatments according to designated work order method, site procedures and environmental regulations. 2.3 Mark or re-mark trees using appropriate marking method and equipment. 2.4 Make recommendations for further tree selection to appropriate personnel.

Foundation Skills

This section describes those core and employment skills that are essential to performance and are not explicit in the performance criteria.	
Numeracy skills to:	• count numbers of branches and trees at regular intervals during selection process.
Oral communication skills to:	• ask open and closed probe questions and actively listen to clarify contents of work orders.

Reading skills to:	• interpret:
	  • workplace health and safety and other organisational procedures
	  • work orders
	  • environmental regulations or plain English equivalent documents.

Planning and organising skills to:	• complete tree selection and marking activities in an efficient and logical sequence using designated work orders methods to guide activities.

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Range of Conditions

Not Applicable

Unit Mapping Information

FPICOT2220B Select trees for tending operations

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPCOT2220 Select trees for tending operations

Modification History

Release	Comment
1	Replaces equivalent unit FPICOT2220B Select trees for tending operations, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format. Assessment requirements now specify the performance and knowledge evidence, as well as assessment conditions for this unit of competency. These sections simplify and replace components used in the previous unit format, including Required Skills and Knowledge, Evidence Guide and Range Statement.

Performance Evidence

A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit. If a specific volume or frequency is not stated below, then evidence must be provided that the following requirements have been performed on at least one occasion:

- use one or more of the following methods to identify, select and mark trees for tending treatments in line with an individual work order:
  - selecting a predetermined number of trees in a given area
  - counting and selecting trees at regular intervals
  - selecting trees with particular characteristics
  - selecting trees for particular treatment.

Knowledge Evidence

A person competent in this unit must be able to demonstrate knowledge of:

- basic content and application of applicable commonwealth, state, territory or local government environmental protection regulations relevant to tree tending operations
- use and care of tools and materials used to select trees for tending operations:
  - tags
  - tape
  - paint
  - tools for blaze marking
- typical workplace hazards present during tree selection activities and methods of minimising risks:

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    - slope
    - water
    - rock
    - undergrowth
    - slash
    - depressions and holes
    - falling or fallen branches
- key types of tending treatments and their purpose:
    - thinning
    - pruning
    - disease treatment
    - thinning
    - cleaning
    - seed collection
- characteristics of trees and distribution relevant to tending treatments:
    - dominance and vigour
    - leader defects
    - straightness
    - lean
    - size
    - angle
    - number of branches
    - spacing and overall tree health
    - stocking
    - green crowns
    - insect infestation
- common methods used to select trees for tending operations:
    - selecting predetermined number of trees in a given area
    - counting and selecting trees at regular intervals
    - selecting trees with particular characteristics
    - selecting trees for particular treatment
- organisational procedures specific to selecting and marking trees for tending:
    - workplace health and safety with particular emphasis on risk control and use of personal protective equipment
    - communication reporting lines.

Assessment Conditions

The following resources must be made available as appropriate:

- tags

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- tape
- paint
- tools for blaze marking
- personal protective equipment suitable for selecting and marking trees
- environmental regulations affecting site operations
- work order with designated methods for tree selection
- organisational procedures for selecting and marking trees for tending.

Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting.

Assessor requirements

Assessors must:

- hold the appropriate assessor competency standards as outlined in regulations; and
- be able to demonstrate vocational competencies at least to the level being assessed; and
- be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and assessor competence.
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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPCOT2222 Produce laminated beams

Modification History

Release	Comment
1	Replaces equivalent unit FPICOT2222B Produce laminated beams, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format.

Application

This unit of competency describes the outcomes required to prepare and cut boards for beam production.

The unit applies to production workers who produce laminated beams in a forest products factory setting and involves laying up and clamping beams, and joining timber components.

No licensing, legislative, regulatory, or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Timber Manufactured Products

Sawmilling and Processing

Wood Panel and Board Production

Elements and Performance Criteria

ELEMENTS *Elements describe the essential outcomes.*	**PERFORMANCE CRITERIA** *Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.*
1. Prepare for assembly	1.1 Review construction plan and work order and where required check with appropriate personnel.

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	1.2 Identify type and quantity of timber and glue required and obtain materials. 1.3 Select appropriate equipment and check for operational effectiveness in line with manufacturer's recommendations. 1.4 Select and prepare required assembly jigs.
2. Cut boards for beams	2.1 Visually assess condition of boards and check moisture content. 2.2 Use equipment in line with organisational safety procedures, manufacturer’s instructions environmental protection practices. 2.3 Straight or scarf cut boards; optimise quantity and eliminate faults. 2.4 Sort cut boards according to length and mark in line with organisational procedures. 2.5 Reject defective components and dispose of in line with environmental protection practices. 2.6 Store assembly jigs for further use or dispose of in line with environmental protection practices.
3. Assemble beams	3.1 Select timber components from pre-cut material in line with cutting list and beam design. 3.2 Mix glue in line with manufacturer’s recommendations. 3.3 Set glue spreader to apply even coating and apply glue line to ensure minimal wastage. 3.4 Lay components in jigs ready for joining with allowable faults, joins and grain in line with construction standards and grading rules. 3.5 Start press and check controls and operation in line with organisational procedures. 3.6 Set press with jigs and position beam to correct orientation. 3.7 Apply load and heat to beam. 3.8 Check and remove beam from press. 3.9 Identify routine processing and equipment faults and resolve or report to appropriate personnel.
4. Prepare beams for despatch and report	4.1 Check and label finished beams in line with work order. 4.2 Remove components from jigs and safely stack in designated location. 4.3 Strap, pack and label finished beams ready for transportation. 4.4 Avoid wastage of strapping and packaging materials and maximise use of recycled materials. 4.5 Complete production and quality records and report in line with organisational procedures.

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Foundation Skills

This section describes those core and employment skills that are essential to performance and are not explicit in the performance criteria.	
Numeracy skills to:	• identify quantities of required material within work plans and count raw materials • calculate routine mixing ratios for glue • calculate time for glue to cure • complete routine production records involving quantities tallied against orders.
Oral communication skills to:	• ask questions and actively listen to clarify contents of work orders • make accurate verbal reports on processing and equipment faults.

Reading skills to:	• interpret:
	  • workplace health and safety and other organisational procedures
	  • work orders
	  • safety data sheets for glue
	  • manufacturer's recommendations for equipment and glue use.

Writing skills to:	• produce basic clear labels for product identification and transportation • complete accurate basic records for production outcomes, equipment faults and maintenance requirements.
Planning and organising skills to:	• efficiently and logically sequence the stages of preparation and production using work order to guide activities.
Problem-solving skills to:	• identify and dispose of defective materials • recognise faulty equipment and resolve by reporting or rectifying.
Technology skills to:	• select and use appropriate machinery, tools and personal protective equipment used for producing laminated beams.

Range of Conditions

Not Applicable

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Unit Mapping Information

FPICOT2222B Produce laminated beams

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPCOT2222 Produce laminated beams

Modification History

Release	Comment
1	Replaces equivalent unit FPICOT2222B Produce laminated beams, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format. Assessment requirements now specify the performance and knowledge evidence, as well as assessment conditions for this unit of competency. These sections simplify and replace components used in the previous unit format, including Required Skills and Knowledge, Evidence Guide and Range Statement.

Performance Evidence

- A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit. If a specific volume or frequency is not stated below, then evidence must be provided that the following requirements have been performed on at least one occasion:
- prepare and cut boards for beam production in line with individual work orders
- across the above jobs, complete these processes:
  - straight cut timber to length with a vertical cut
  - scarf cut timber at a level, providing a larger end grain surface for bonding
  - strap, pack and label bundles of completed products ready for transportation
  -

Knowledge Evidence

A person competent in this unit must be able to demonstrate knowledge of:

- environmental protection practices for forest products factory settings:
  - reducing water and energy use
  - cleaning plant, tools and equipment
  - safely disposing of, recycling and reusing timber and other waste
- types of glue used for producing laminated beams; procedures and standards for mixing, curing and applying it
- range of industry standard cross sections, their strength, tolerances and applicable terminology
- assembly sequences

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- componentry and construction standards
- typical component defects and how these affect ability to produce a quality finished product:
  - warp
  - wane
  - cupping
  - shakes
  - insect defects
  - knots
  - resin pockets
- storage layout and categories for stacking finished materials
- types of tools and equipment used for producing laminated beams; their purpose, features and operation:
  - measuring equipment
  - assembly jigs
  - docking and trimming saws
  - presses
  - marking equipment
  - glue spreader
  - strapping equipment
- organisational procedures specific to producing laminated beams:
  - workplace health and safety with particular emphasis on equipment lock out
  - use of equipment
  - communication reporting lines
  - recording and reporting production outcomes and equipment faults.
  -

Assessment Conditions

The following resources must be made available:

- tools and equipment used to produce laminated beams including:
  - measuring equipment
  - assembly jigs
  - docking and trimming saws
  - presses
  - marking equipment
  - glue spreader
  - strapping equipment
- glue
- personal protective equipment suitable for producing laminated beams
- commercial product range of timber

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- manufacturers' instructions for:
  - equipment use
  - mixing and curing glue
- work order and construction plan with specifications for assembling laminated beams
- template documents for recording production outcomes and equipment faults
- organisational procedures for producing laminated beams.

Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting.

Assessor requirements

Assessors must:

- hold the appropriate assessor competency standards as outlined in regulations; and
- be able to demonstrate vocational competencies at least to the level being assessed; and
- be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and assessor competence.
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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPCOT2225 Chip or flake wood

Modification History

Release	Comment
1	Replaces equivalent unit FPICOT2225B Chip or flake wood, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format.

Application

This unit of competency describes the outcomes required to operate specialist equipment to produce chips or flake from wood in readiness for production, while monitoring and maintaining the flow of operation.

The unit applies to those who chip or flake wood in forest products factory setting and includes operator maintenance

No licensing, legislative, regulatory, or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Sawmilling and Processing

Timber Manufactured Products

Wood Panel Products

Elements and Performance Criteria

ELEMENTS *Elements describe the essential outcomes.*	**PERFORMANCE CRITERIA** *Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.*
1. Prepare for chip or	1.1 Review work order and where required check with appropriate

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flake production	personnel. 1.2 Identify type and quantity of wood to be chipped or flaked, assess condition and select from stockpile. 1.3 Select appropriate equipment and check for operational effectiveness in line with manufacturer's recommendations. 1.4 Plan chipping or flaking process in line with work order.
2. Produce chips and flakes	2.1 Use equipment in line with organisational safety procedures, manufacturer’s instructions environmental protection practices. 2.2 Start machines and feed systems and adjust to produce chip or flake size in line with work order. 2.3 Check chip or flake production regularly to ensure wood chips or flakes meet quality specifications. 2.4 Monitor conveyor operations and clear jams to ensure free flow and minimisation of waste material. 2.5 Direct output of chips or flakes to storage bins in line with prescribed fill levels. 2.6 Identify routine processing and equipment faults and resolve or report to appropriate personnel. 2.7 Respond to critical situations requiring emergency shutdown to prevent personal injury or damage to machine or product. 2.8 Complete production and quality records and report in line with organisational procedures.
3. Complete operator maintenance	3.1 Follow organisational safety procedures to lock out equipment. 3.2 Check blades and knives for faults, bluntness and damage. 3.3 Remove and replace blades and knives in line with manufacturer’s recommendations. 3.4 Dispose of used blades and knives in line with organisational procedures and environmental protection practices. 3.5 Clear dust and debris from machine area. 3.6 Record and report equipment faults and maintenance requirements to appropriate personnel.

Foundation Skills

This section describes those core and employment skills that are essential to performance and are not explicit in the performance criteria.

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Numeracy skills to:	• identify quantities of required material within work orders and count raw materials • read basic numerical machine settings and choose according to chip or flake size • complete routine production records involving quantities tallied against orders.
Oral communication skills to:	• ask questions and actively listen to clarify contents of work orders • make accurate verbal reports on processing and equipment faults.

Reading skills to:	• interpret:
	  • workplace health and safety and other organisational procedures
	  • work orders
	  • manufacturers' instructions and maintenance recommendations.

Writing skills to:	• complete accurate basic records for production outcomes, equipment faults and maintenance requirements.
Planning and organising skills to:	• sequence the stages of preparation and production using work order to guide activities.
Problem-solving skills to:	• identify situations requiring emergency shutdown and respond immediately • recognise faulty equipment and resolve by reporting or rectifying.
Technology skills to:	• select, use and maintain appropriate machinery, tools and personal protective equipment used for chip and flake production.

Range of Conditions

Not Applicable

Unit Mapping Information

FPICOT2225B Chip or flake wood

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPCOT2225 Chip or flake wood

Modification History

Release	Comment
1	Replaces equivalent unit FPICOT2225B Chip or flake wood, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format. Assessment requirements now specify the performance and knowledge evidence, as well as assessment conditions for this unit of competency. These sections simplify and replace components used in the previous unit format, including 'Required Skills and Knowledge, Evidence Guide and Range Statement

Performance Evidence

- A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit. If a specific volume or frequency is not stated below, then evidence must be provided that the following requirements have been performed on at least one occasion:
- produce chips and flakes of varying sizes and grades in line with individual work orders
- complete assessments of the source wood for:
  - species
  - size
  - moisture content
  - contamination issues.

Knowledge Evidence

A person competent in this unit must be able to demonstrate knowledge of:

- environmental protection practices for forest products factory settings:
  - reducing water and energy use
  - cleaning plant, tools and equipment
  - disposing of, recycling and reusing timber
- characteristics of wood for assessment and how these affect finished wood chips and flakes:
  - species
  - size
  - moisture content

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- typical contamination issues associated with wood, and how these affect ability to produce quality chips and flakes:
  - logs
  - billets
  - off-cuts
  - waste timber
  - down grade timber
  - residue
  - chips
  - reject boards
- stages of the chip and flake production process
- industry and organisational specific quality specifications for wood chips and flakes
- types of tools and equipment used to chip and flake wood; their purpose, features, operation and basic non-specialist repair and maintenance:
  - chippers
  - hoggers
  - shredders and knife mills
  - mechanised feed systems
  - conveyors
  - chutes or track systems
- methods for assessing blade and knife condition
- organisational procedures specific to chipping and flaking wood:
  - workplace health and safety with particular emphasis on equipment lock out
  - use and maintenance of equipment
  - communication reporting lines
  - recording and reporting production outcomes and equipment faults.
  -

Assessment Conditions

The following resources must be made available:

- tools and equipment used to chip and flake wood:
  - chippers
  - hoggers
  - shredders and knife mills
  - mechanised feed systems
  - conveyors
  - chutes or track systems
- maintenance tools and equipment for removing and replacing blades and knives
- consumable components; blades and knives
- personal protective equipment suitable for chipping and flaking wood

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- wood materials for processing
- manufacturers':
  - instructions for equipment use
  - recommendations for cleaning, repairing and maintaining
- work order with specific instructions for assessing wood and chip and flake requirements
- template documents for recording production outcomes and equipment faults
- organisational procedures for chipping and flaking wood
- relevant personnel for the purposes of communicating information.

Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting.

Assessor requirements

Assessors must:

- hold the appropriate assessor competency standards as outlined in regulations; and
- be able to demonstrate vocational competencies at least to the level being assessed; and
- be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and assessor competence.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPCOT2226 Debark logs mechanically

Modification History

Release	Comments
Release 2	This version released with FWP Forest and Wood Products Training Package Version 3.0.
Release 1	This version released with FWP Forest and Wood Products Training Package Version 2.2.

Application

This unit of competency describes the skills and knowledge required to debark logs mechanically to a set diameter and length in a saw mill or wood processing plant.

The unit applies to individuals who debark logs using mechanical equipment. Operators generally work under broad direction and take responsibility for their work.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Core Technical (COT)

Elements and Performance Criteria

ELEMENTS *Elements describe the essential outcomes.*	**PERFORMANCE CRITERIA** *Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.*
1. Prepare for debarking	1.1 Review work order and clarify with appropriate personnel 1.2 Assess type and quantity of logs to be processed by mechanical debarker

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ELEMENTS *Elements describe the essential outcomes.*	**PERFORMANCE CRITERIA** *Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.*
	1.3 Select equipment and check for operational effectiveness 1.4 Plan debarking process in line with site work, health and safety and operating procedures and environmental requirements 1.5 Identify emergency plan procedures to follow in the event of an emergency 1.6 Establish and maintain communication with others in line with work health and safety requirements
2. Debark logs	2.1 Carry out pre-operational checks on mechanical debarker in line with workplace procedures or manufacturers' recommendations 2.2 Feed material into the machine at the rate prescribed by workplace requirements 2.3 Regularly check and adjust conveyors to maximise feed rate and maintain desired quality and output 2.4 Segregate logs with defects and dispose of in line with site procedures and environmental requirements 2.5 Direct debarked logs to storage in a designated location in line with work order 2.6 Report processing faults to appropriate personnel
3. Conduct operator maintenance	3.1 Lock-out mechanical debarker in line with site procedures 3.2 Conduct visual inspection to identify issues and faults 3.3 Check mechanical debarker for blunt of damaged cutters and remove and replace, in line with manufacturers' specifications 3.4 Repair or replace blunt or damaged cutters in line with site procedures and environmental requirements 3.5 Record and report mechanical debarker operations, faults and maintenance activities

Foundation Skills

This section describes those core and employment skills that are essential to performance and are not explicit in the performance criteria.

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Skill	Description
Reading	• read standard operating procedures and/or manufacturers' instructions for the operation of debarker
Writing	• record operation, production and machine maintenance on paper based or electronic media
Oral Communication	• interact verbally with others on site to ensure safe and effective debarking operations • use appropriate vocabulary, including technical language directly relevant to role
Numeracy	• interpret gauges relevant to safe operation of debarker
Navigate the world of work	• understand main tasks, responsibilities and boundaries of own role
Interact with others	• communicate and report operational and safety information to on-site personnel
Get the work done	• recognise and respond to routine problems • plan and organise own work activities and resources

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FWPCOT2226 Debark logs mechanically Release 2	FWPCOT2226 Debark logs mechanically Release 1	No significant changes were applied to this unit. One new PC1.5 added and PC1.4 edited to align with existing KE. Minor additions to the foundation skills.	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPCOT2226 Debark logs mechanically

Modification History

Release	Comments
Release 2	This version released with FWP Forest and Wood Products Training Package Version 3.0.
Release 1	This version released with FWP Forest and Wood Products Training Package Version 2.2.

Performance Evidence

An individual demonstrating competency must satisfy all the elements and performance criteria of this unit. There must be evidence that, on at least one occasion, the individual has:

- safely and effectively operated a mechanical debarker in line with a work order
- assessed logs to be debarked for defects that will effect processing
- communicated effectively with others in the work area
- followed workplace procedures for operating a mechanical debarker
- carried out routine maintenance on a mechanical debarker
- recorded and reported debarker operations and maintenance activities.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- workplace procedures for operating a mechanical debarker as outlined in workplace procedures and production plan
- environmental protection requirements and safe disposal of waste as outlined in workplace procedures and production plan
- characteristics of trees and timber defects that can cause processing problems
- industry or workplace-accepted communication protocols and procedures to maintain work safety during mechanical deberker operations
- processes for managing risks and hazards associated with debarking logs
- work health and safety requirements and emergency evacuation procedures
- procedures for recording and reporting operation and machine maintenance records.

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Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a log processing facility or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - mechanical debarker
  - logs to be debarked
  - personal protective equipment
- specifications:
  - access to workplace policies and procedures which cover current Work Health and Safety Acts or Occupational Health and Safety Acts , regulations and related industry standards and codes of practice applicable to forest harvesting operations
  - access to workplace policies and procedures which cover current Environment Protection Acts, regulations and related industry standards and codes of practice applicable to forest harvesting operations
  - access to workplace policies and procedure for operating a mechanical debarker
  - access to site emergency procedure.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPCOT2231 Pack products

Modification History

Release	Comment
1	Replaces equivalent FPICOT2231B Pack products, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format.

Application

This unit of competency describes the outcomes required to plan and pack routine and special orders, and to modify packing of routine orders, in readiness for despatch to customers.

The unit applies to those packing products in a forest products factory setting.

No licensing, legislative, regulatory, or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Sawmilling and Processing

Timber Manufactured Products

Wood Panel Products

Elements and Performance Criteria

ELEMENTS *Elements describe the essential outcomes.*	**PERFORMANCE CRITERIA** *Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.*
1. Prepare to pack orders.	1.1 Review work order in line with site procedures. 1.2 Prepare to work safely according to workplace requirements. 1.3 Assess strength, flexibility and liability to damage of material to

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ELEMENTS	PERFORMANCE CRITERIA
	be packed. 1.4 Ensure sizes and weights of planned pack are consistent with handling systems at despatch and delivery site. 1.5 Communicate information with relevant personnel as required, in line with workplace requirements.
2. Pack orders.	2.1 Select packing material to suit the specific order requirements. 2.2 Apply standard site packing methods according to relevant regulations, and site requirements and procedures. 2.3 Use stacking, bracing and strapping methods to provide strength and minimise damage during transport. 2.4 Apply labelling methods in line with site procedures. 2.5 Minimise and deal with bracing and strapping waste material in line with site procedures, manufacturer recommendations and environmental requirements.
3. Modify packing of routine orders.	3.1 Determine changes to type or quantity of material to be packed in line with work order. 3.2 Review or alter transport packing methods. 3.3 Report and rectify pack handling problems or material damage resulting from changes. 3.4 Review changes resulting in potential major problems with the customer.

Foundation Skills

This section describes those core and employment skills that are essential to performance and are not explicit in the performance criteria.	
Numeracy skills to:	• interpret numbers of goods on order documentation, count items to match • input accurate numerical data into stock records • calculate size and weight of packs to be distributed
Oral communication skills to:	• ask open and closed probe questions and actively listen to clarify contents of orders and consignment documentation • provide clear instructions to delivery driver.

Reading skills to:	• interpret detailed and familiar documents:
	  • organisational procedures
	  • orders, consignment documents, despatch schedules, product

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	labels and stock records.
Writing skills to:	• complete basic accurate records of orders and despatch • accurately record information on despatch labels • make simple reports about order and despatch problems.
Planning and organising skills to:	• complete order and despatch activities in a logical and time-efficient sequence using despatch schedules to guide activities.
Problem-solving skills to:	• identify, record and report order discrepancies and quality issues.

Technology skills to:	• use:
	  • a computer and keyboard
	  • the system capabilities and functions of an order and despatch system
	  • equipment used to assist with shifting goods.

Range of Conditions

Not Applicable

Unit Mapping Information

FPICOT2231B Pack products

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPCOT2231 Pack products

Modification History

Release	Comment
1	Replaces equivalent unit FPICOT2231B Pack products, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format. Assessment requirements now specify the performance and knowledge evidence, as well as assessment conditions for this unit of competency. These sections simplify and replace components used in the previous unit format, including Required Skills and Knowledge, Evidence Guide and Range Statement

Performance Evidence

A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit. If a specific volume or frequency is not stated below, then evidence must be provided that the following requirements have been performed on at least one occasion:

- follow organisational policies and procedures relevant to packing products
- pack products in line with work order and safe work procedure
- stack, brace, strap and label packs of products in line with organisational requirements and work health safety (WHS) requirements
- monitor the packing process for faults and respond according to organisational requirements
- use labelling methods according to workplace requirements
- modify packing of routine orders in line with work order and organisational requirements.

Knowledge Evidence

A person competent in this unit must be able to demonstrate knowledge of:

- safe work procedures involved in packing and handling products
- environmental protection procedures including the safe and efficient disposal, recycling or re-use of waste material (including bracing and strapping waste material) and the minimisation of carbon emissions
- procedures for identifying and resolving common faults and problems
- procedures for recording and reporting workplace information
- products and their use
- characteristics of pack shift and movement, its impact on safety and how to control it
- packing sequences and weight distribution and their impact on safety and productivity

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- packing methods that apply to different types of products (stacking, bracing, strapping
- tools and equipment used for packing and procedures for their safe use and maintenance.

Assessment Conditions

The following resources must be made available:

- workplace location or realistic simulated workplace
- materials and equipment used to pack products:
  - packing tools and materials
  - labelling materials
- work order containing packaging and despatch instructions for timber and timber products from the work site.
- Organisational policies and procedures relevant to packing products

Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting.

Assessor requirements

Assessors must:

- hold the appropriate assessor competency standards as outlined in regulations; and
- be able to demonstrate vocational competencies at least to the level being assessed; and
- be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and assessor competence.
-

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPCOT2233 Navigate in forest areas

Modification History

Release	Comment
1	Replaces equivalent unit FPICOT2233B Navigate in forest areas, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format.

Application

This unit describes the outcomes required to navigate in forest areas in situations where difficult environmental conditions and poor visibility are likely to occur. The unit includes interpretation and use of maps and other navigation aids.

No licensing, legislative, regulatory, or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Forest Growing and Management

Harvesting and Haulage

Elements and Performance Criteria

ELEMENTS *Elements describe the essential outcomes.*	**PERFORMANCE CRITERIA** *Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.*
1. Prepare for navigation	1.1 Identify assignment instructions, destination and relevant information about geographical factors and likely weather conditions enroute. 1.2 Select and check maps and navigation equipment for accuracy,

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ELEMENTS	PERFORMANCE CRITERIA
	currency and operational effectiveness. 1.3 Detect and correct faults or errors in maps and equipment 1.4 Establish and maintain communication with others in line with WHS and organisational requirements
2. Plan the route	2.1 Plan route according to assignment instructions and organisational safety procedures. 2.2 Examine maps to identify relevant symbols, geographical information and navigation data. 2.3 Plan optimum route according to time and safety considerations. 2.4 Plan alternate routes to allow for contingencies and emergency exit routes. 2.5 Identify limitations in planning and seek assistance from appropriate personnel.
3. Navigate the route	3.1 Navigate to and from destination according to planned route and schedule. 3.2 Use navigation equipment, in line with manufacturer's instructions throughout journey 3.3 Orientate maps to surroundings and utilise compass and environmental navigation aids to assist. 3.4 Navigate alternative routes to bypass obstacles and improve efficiency of route. 3.5 Navigate routes and courses to minimise impact on the environment.

Foundation Skills

This section describes those core and employment skills that are essential to performance and are not explicit in the performance criteria.	
Numeracy skills to:	• interpret numerical data and symbols on maps and navigation equipment to complete calculations involving route time, terrain and distances.
Oral communication skills to:	• ask questions and actively listen to clarify assistance with difficult navigation issues.
Reading skills to:	• interpret: • workplace health and safety procedures

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	• assignment instructions • manufacturers' instructions • text on maps and electronic navigation equipment.

Range of Conditions

Not Applicable

Unit Mapping Information

FPICOT2233B Navigate in forest areas

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPCOT2233 Navigate in forest areas

Modification History

Release	Comment
1	Replaces equivalent unit FPICOT2233B Navigate in forest areas, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format. Assessment requirements now specify the performance and knowledge evidence, as well as assessment conditions for this unit of competency. These sections simplify and replace components used in the previous unit format, including 'Required Skills and Knowledge, Evidence Guide and Range Statement

Performance Evidence

A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit. If a specific volume or frequency is not stated below, then evidence must be provided that the following requirements have been performed on at least one occasion:

- plan routes in line with an individual assignment instructions, destination and timeline
- use navigation equipment when planning routes:
  - standard magnetic compass using latitude/longitude and Universal Transverse Mercator (UTM) coordinate systems
  - global positioning system (GPS)
  - cadastral maps (maps that show the boundaries and ownership of land parcels)
  - topographic maps
  - photographs
  - general maps
- use a compass and environmental navigation aids enroute to navigate to and from destinations according to the planned route using latitude/longitude and Universal Transverse Mercator (UTM) coordinate systems
- establish and maintain communication with others as required
- respond to environmental circumstances enroute and adapt by navigating alternative routes.
-

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Knowledge Evidence

A person competent in this unit must be able to demonstrate knowledge of:

- environmental protection practices for minimising damage to the local environment when navigating in forest areas
- purpose, features and operation of navigation equipment and aids, including:
  - global positioning system (GPS) device
  - magnetic compass, including adjustments for local magnetic variation
  - locator beacons
  - cadastral and topographic maps
  - charts
  - guide books
  - photographs and other digital imagery
  - sketches
  - diagrams
- advantages and disadvantages of different map and chart types and sources of error
- representation of topographic features and symbols on maps and charts
- common scales used on maps and plans
- techniques for estimating distances and times using electronic navigation equipment and maps
- features and uses of environmental navigation aids:
  - survey markers
  - track markers
  - signs
  - arrows
  - natural landmarks
- personal protective equipment and clothing
- modes and methods of communication with others
- organisational workplace health and safety procedures for navigation activities.
-

Assessment Conditions

The following resources must be made available:

- cadastral, topographic and general maps
- magnetic compass
- global positioning system (GPS) device
- track and survey markers
- beacons
- manufacturers' instruction for navigation equipment use
- personal protective equipment required to navigate in forest areas
- communication devices

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- assignment instructions with specific information on destinations and deadlines
- organisational workplace health and safety procedures for navigation activities
- relevant personnel for the purposes of communicating information.

Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting.

Assessor requirements

Assessors must:

- hold the appropriate assessor competency standards as outlined in regulations; and
- be able to demonstrate vocational competencies at least to the level being assessed; and
- be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and assessor competence.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPCOT2240 Cut material with a pole saw

Modification History

Release	Comment
1	Replaces equivalent unit FPICOT2240 Cut materials with a pole saw, which was first released with FPI11 Forest and Forest Products Training Package Version 2. This is the first release of this unit in the new standards format.

Application

This unit of competency describes the outcomes required to cut materials at a distance reachable with manual blade and power driven pole-mounted chain saws to unblock components of machinery.

The unit applies to those who operate a pole saw in a saw mill or timber processing environment.

No licensing, legislative, regulatory, or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Sawmilling and Processing

Timber Manufactured Products

Wood Panel Products

Elements and Performance Criteria

ELEMENTS *Elements describe the essential outcomes.*	**PERFORMANCE CRITERIA** *Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.*
1. Prepare to cut and	1.1 Review work order and clarify with appropriate personnel.

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ELEMENTS	PERFORMANCE CRITERIA
unblock materials	1.2 Select pole saw, and check for operational effectiveness. 1.3 Select and use personal protective and safety equipment appropriate to work requirements. 1.4 Carry out pre start-up checks, equipment set-up and adjustments in line with site requirements and to suit cutting conditions. 1.5 Apply and follow equipment lock-out procedures.
2. Assess materials	2.1 Establish and maintain communication with others in work area to ensure safety. 2.2 Assess location and stability of materials for conditions likely to affect safety of cutting activities. 2.3 Identify materials unable to be cut safely and refer to appropriate personnel.
3. Use pole saw to cut and unblock materials	3.1 Operate pole saw to safely cut and remove materials. 3.2 Adjust cutting technique in response to equipment requirements and allowances. 3.3 Ensure blockage is removed whilst complying with safe work practices. 3.4 Clear waste and debris from the site in line with standard operating procedures and environmental requirements.
4. Maintain equipment	4.1 Clear pole saw of dust, shavings and debris. 4.2 Check chain for serviceability, including worn or damaged condition. 4.3 Remove, sharpen, tension, adjust, replace and lubricate chain and other components in line with manufacturer recommendations. 4.4 Recycle, reuse or dispose of chain and other components in line with environmental requirements. 4.5 Record and report cutting operations, equipment faults and maintenance activities to appropriate personnel.

Foundation Skills

This section describes those core and employment skills that are essential to performance and are not explicit in the performance criteria.	
Writing skills to:	• record cutting and unblocking activity and maintenance log.

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Problem solving skills to:	• identify problems and equipment faults and select treatments.

Range of Conditions

Not Applicable

Unit Mapping Information

FPICOT2240 Cut materials with a pole saw

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPCOT2240 Cut material with a pole saw

Modification History

Release	Comment
	Replaces equivalent unit FPICOT2240 Cut materials with a pole saw, which was first released with FPI11 Forest and Forest Products Training Package Version 2. This is the first release of this unit in the new standards format. Assessment requirements now specify the performance and knowledge evidence, as well as assessment conditions for this unit of competency. These sections simplify and replace components used in the previous unit format, including 'Required Skills and Knowledge, Evidence Guide and Range Statement'

Performance Evidence

A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit. If a specific volume or frequency is not stated below, then evidence must be provided that the following requirements have been performed on at least one occasion:

- safely and effectively operate manual blade and power driven pole-mounted chain saws to cut and unblock materials from timber processing machinery
- assess materials to be cut for safe working conditions
- follow work order for cutting and unblocking materials
- adjust operating techniques in response to materials and processing conditions
- follow workplace procedures, site standards and safe work practices for cutting and unblocking materials with a pole saw
- conduct pre-operational checks and adjustments of pole saw
- carry out routine maintenance including cleaning, lubrication, chain tensioning and replacement
- record and report cutting activities and maintenance.

Knowledge Evidence

A person competent in this unit must be able to demonstrate knowledge of:

- workplace requirements and site standards and safe work practices for carrying out pole saw operations

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- environmental risks and hazards associated with using a pole saw to cut and unblock materials
- characteristics of trees and timber defects
- methods for assessing condition of pole saw chain
- pole saw types, including manual blade and power driven pole-mounted chain saws
- pole saw components including blades, conveyors, chains, roller drums, pulleys.
- established communication channels and protocols
- problem identification and resolution strategies, and common fault finding techniques
- procedures for recording and reporting workplace information.

Assessment Conditions

The following resources must be made available:

- manual blade and power driven pole-mounted chain saws
- worksite with machinery to demonstrate cutting and unblocking materials with a pole saw
- personal protective and safety equipment required for safely operating a pole saw
- work order, workplace procedures and site standards for conducting pole saw operations.

Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting.

Assessor requirements

Assessors must:

- hold the appropriate assessor competency standards as outlined in regulations; and
- be able to demonstrate vocational competencies at least to the level being assessed; and
- be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and assessor competence

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPCOT2242 Segregate and sort logs

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 3.0.

Application

This unit of competency describes the skills and knowledge required to segregate and sort logs in a commercial forest harvesting environment or a timber processing plant, in line with specified quality characteristics for the best end-usage.

The unit applies to individuals who segregate and sort logs at the roadside, landing area or timber mill. Operators generally work under broad direction and take responsibility for their work.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Core Technical (COT)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare to segregate and sort logs	1.1 Review log product specifications for species, product usage and size in reference to the segregation and sorting of logs 1.2 Review the production plan, confirm its targets and assess wood flow requirements to ensure efficient operations and overall productivity 1.3 Confirm, identify and report health, safety, environmental and

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	heritage risks of operation in line with standard operating procedures and site safety and environmental management plan 1.4 Apply risk control measures in line with standard operating procedures, site operational plan, legislative requirements and industry standards to eliminate or minimise risks 1.5 Identify emergency plan procedures to follow in the event of an emergency 1.6 Select appropriate log size measuring tools and calibration methods 1.7 Calibrate log measuring tools to ensure accuracy of length and diameter measurements
2. Segregate and sort logs	2.1 Visually assess and measure logs for size, species and quality characteristics to determine their best end-use in line with product specifications and to identify logs which are to be recovered 2.2 Mark and report logs that cannot be clearly and safely assessed 2.3 Direct mechanical equipment to extract specified logs from the stack and segregate them by specified product usage 2.4 Assist log positioning and segregation into end-use stacks to avoid log damage, provide stability, restrict height for efficient extraction and allow space for the conduct of other operations in line with planned worksite layout 2.5 Ensure stacks are tagged for identification in line with industry standards and production plan requirements 2.6 Record and report measurements and sorting outcomes

Foundation Skills

This section describes those core and employment skills that are essential to performance and are not explicit in the performance criteria.

Skill	Description
Reading	• read and understand standard operating procedures, site operational plan, site safety management plan, product specifications and industry standards for log segregation and presentation

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Skill	Description
Writing	• record information about logs that cannot be graded
Oral Communication	• interact verbally with machine operators on site to create log stacks • confirm how logs should be segregated and seek assistance where necessary • use appropriate vocabulary including technical language directly relevant to role
Numeracy	• count logs and measure log diameter and length
Navigate the world of work	• understand main tasks, responsibilities and boundaries of own role • calibrate and use log measuring tools according to workplace procedures
Interact with others	• use modes of communication suitable to purpose to confirm and clarify understanding • participate in conversations relevant to role by responding and explaining as required
Get the work done	• plan and organise own activities and resources

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FWPCOT2242 Segregate and sort logs	FWPCOT2223 Segregate and sort logs	Significant changes to reflect industry requirements for a safe and appropriate operation. New PCs were added, most PCs were edited and PE and KE increased in content to map against the revised PCs. Additional foundation skills identified. Code change to reflect outcomes of unit.	No equivalent unit

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPCOT2242 Segregate and sort logs

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 3.0.

Performance Evidence

An individual demonstrating competency must satisfy all the elements and performance criteria of this unit. There must be evidence that, on at least one occasion, the individual has:

- safely and correctly assessed and measured logs for size, species and quality characteristics for specified product usage in line with a production plan
- checked risks associated to the operation and applied standard operating procedures
- used log measuring tools and methods to measure logs and logs defects
- applied knowledge of log species, log quality characteristics and defects
- identified and assessed log defects
- assisted positioning and segregation of logs into end-use stacks for ensuring minimal log damage and efficient transportation and identification
- followed log product specifications and production plan requirements for sorting logs.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- information and requirements contained in log product specifications and a production plan
- health and operational hazards or risks related to log segregation and sorting operations and factors that can change or introduce new hazards
- industry-accepted work health and safety risk control measures, legal obligations of the current Work Health and Safety Acts or Occupational Health and Safety Acts and regulations and requirements of industry standards and/or codes of practice for log segregation and sorting operations as outlined in workplace procedures and production plan
- required emergency response procedure, including firefighting resources and emergency response
- industry-accepted warning signs, their correct positioning and procedures to maintain communication and work safety

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- industry-accepted environmental control measures, restrictions, legal obligations of current Environment Protection Acts and regulations and requirements of industry standards and/or codes of practice for log segregation and sorting operations as outlined in workplace procedures and production plan
- log species, quality characteristics and log defects particular to the site and production system
- regional quality requirements for log products with particular end uses, markets, values
- maximum log damage or defect allowance and minimum quality allowance particular to a production system
- criteria for recycling and re-using logs with significant defects
- log measuring tools for length and diameter measurements
- methods for calibrating and verifying log measuring tools
- techniques and methods for measuring log diameter and length using standard and digital tools
- causes of manual length and diameter measurement error
- industry-accepted methods for product identification.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a forest harvesting site or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - logs for segregation and sorting
  - standard and digital log measuring tools
  - personal protective equipment
- specifications:
  - access to workplace policies and procedure which cover current Work Health and Safety Acts or Occupation Health and Safety Acts, regulations and related industry standards and codes of practice applicable to forest harvesting operations
  - access to workplace policies and procedure which cover current Environment Protection Acts, regulations and related industry standards and codes of practice applicable to forest harvesting operations
  - access to production plan, site operational plan and log product specifications
  - access to site emergency procedure
  - access to workplace standard operating procedure for log segregation and sorting.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

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Links

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FWPCOT3202 Navigate in remote or trackless areas

Modification History

Release	Comments
Release 2	This version released with FWP Forest and Wood Products Training Package Version 3.0.
Release 1	This version released with FWP Forest and Wood Products Training Package Version 2.0.

Application

This unit of competency describes the outcomes required to navigate in untracked, remote areas in situations where difficult environmental conditions and poor visibility are likely to occur. The unit includes interpretation and use of maps and other navigation aids.

The unit applies to a Forestry Worker, Plantation Worker, Forest Harvester, Harvesting Technical Forestry Technician, Tree Planter, Mobile Equipment Operator and Arboriculture Technician.

No licensing, legislative, regulatory, or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Forest Growing and Management

Harvesting and Haulage

Sawmilling and Processing

Elements and Performance Criteria

Element	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.*

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1. Prepare for navigation	1.1 Identify and gather information and relevant factors and check with appropriate personnel. 1.2 Select suitable maps, equipment and navigation aids and check for accuracy, currency and operational effectiveness. 1.3 Detect and correct faults or errors in maps and equipment. 1.4 Establish communication with others in line with WHS and organisational requirements
2. Plan the route	2.1 Plan route in line with work instructions and WHS requirements. 2.2 Examine maps to identify relevant symbols, information, navigation data and environmental requirements. 2.3 Calculate accurate grid and magnetic bearings using maps and equipment in line with assignment instructions. 2.4 Plan emergency exit routes and contingencies to combat other risks.
3. Conduct navigation	3.1 Undertake navigation in line with planned route and schedule. 3.2 Orientate maps are correctly to surroundings in line with planned route. 3.3 Use equipment and navigation aids in line with manufacturer recommendations. 3.4 Navigate alternative routes to bypass obstacles and improve efficiency of course. 3.5 Minimise impact on the environment as a result of navigation. 3.6 Record and report navigation activities.

Foundation Skills

This section describes those core and employment skills that are essential to performance and are not explicit in the performance criteria.	
Numeracy skills to:	• interpret scales, symbols, grid references, distance and data included on maps and navigation equipment • estimate travel time and distances • locate own position on a map.
Planning and organising skills to:	• estimate resource and equipment requirements • effectively bypass obstacles.
Problem solving skills to:	• identify and solve problems with equipment and navigation route.

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Range of Conditions

Not Applicable

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FWPCOT3202 Navigate in remote or trackless areas Release 2	FWPCOT3202 Navigate in remote or trackless areas Release 1	Minor typographical errors corrected	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPCOT3202 Navigate in remote or trackless areas

Modification History

Release	Comments
Release 2	This version released with FWP Forest and Wood Products Training Package Version 3.0.
Release 1	This version released with FWP Forest and Wood Products Training Package Version 2.0.

Performance Evidence

A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit. If a specific volume or frequency is not stated below, then evidence must be provided that the following requirements have been performed on at least one occasion:

- follow organisational policies and procedures for navigating in a remote or trackless area
- select, interpret, and use maps and other written and diagrammatic information for navigation
- use maps, compass and navigation aids to plan routes and navigate in remote or trackless area which must be either:
  - standard magnetic compass using latitude/longitude and Universal Transverse Mercator (UTM) coordinate systems
  - global positioning system (GPS)
  - cadastral maps (maps that show the boundaries and ownership of land parcels)
  - topographic maps
  - general maps
- plan and conduct an efficient navigation, effectively bypassing obstacles within designated timeframes
- maintain navigation tools and equipment
- establish and maintain effective communication with appropriate personnel as required
- record navigation activities.

Knowledge Evidence

A person competent in this unit must be able to demonstrate knowledge of:

- regulations, standards, codes of practice and established safe practices for navigating in a remote or trackless area

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- 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 navigating in remote or trackless areas
- factors that may affect navigation, including:
  - types of terrain and gradient
  - weather conditions
  - obstacles
  - distance
  - estimated travelling time
  - availability of resources, including water, rest stops, camp sites
  - access and exit routes
- use and features of various maps, images and charts including:
  - cadastral and topographic maps
  - charts
  - guide books
  - photographs and other digital imagery
  - sketches
  - diagrams
- representation of topographic features on maps and plans, including:
  - grid lines and numbers
  - contour lines
  - magnetic variation
  - scale
  - map legend
  - local features
  - markers and beacons
  - water depth
- common scales and reference information used on maps and plans
- features and uses of environmental navigation aids:
- survey markers
- track markers and beacons
- signs
- arrows
- natural landmarks and reference points
- purpose, features and operation of navigation equipment, and procedures for their safe use and maintenance, including
  - global positioning system (GPS) device
  - magnetic compass, including adjustment for local magnetic variation
  - locator beacons

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- personal protective equipment and clothing
- techniques for estimating distance travelled within a particular activity context
- established communication modes, methods and protocols
- procedures for recording and reporting workplace information.

Assessment Conditions

The following resources must be made available:

- site to navigate
- navigation equipment
- work order, workplace requirements and site standards for navigating in remote or trackless areas.
- communication devices.

Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting.

Assessor requirements

Assessors must:

- hold the appropriate assessor competency standards as outlined in regulations; and
- be able to demonstrate vocational competencies at least to the level being assessed; and
- be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and assessor competence.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPCOT3203 Weigh loads

Modification History

Release	Comment
1	Replaces equivalent unit FPICOT3203B Weigh loads, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format.

Application

This unit of competency describes the outcomes required to check, weigh and record vehicle loads and to direct vehicles when loading and unloading material. Work is completed in a forest products factory setting.

The unit applies to Production Worker, Treatment Plant Operator, Manufacturing Assistant.

No licensing, legislative, regulatory, or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Common Technical

Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.
1. Prepare for weighing	1.1 Review work order and where required check with appropriate personnel. 1.2 Identify material for despatch or delivery. 1.3 Identify vehicles delivering or collecting loads; check documents and loads.

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	1.4 Check that load height and stability meet site requirements.
2. Weigh and record loads	2.1 Select appropriate personal protective equipment and check for operational effectiveness. 2.2 Complete weighing operations in line with work order and organisational safety procedures. 2.3 Identify vehicle gross and tare weights using appropriate weighing equipment. 2.4 Calculate and record nett weight. 2.5 Obtain confirmation of delivery and despatch records from driver. 2.6 Record delivery and despatch documentation and maintain in line with organisational procedures.
3. Direct vehicles for loading and unloading	3.1 Obtain loading and unloading documentation and check against work order. 3.2 Identify potential and existing hazards and control risks associated with on-site vehicle movements. 3.3 Direct vehicles clearly and accurately to loading and unloading areas. 3.4 Notify despatch and delivery personnel of loading and unloading requirements. 3.5 Monitor on-site vehicle movements and attend to driver needs as required.

Foundation Skills

This section describes those core and employment skills that are essential to performance and are not explicit in the performance criteria.	
Numeracy skills to:	• interpret numerical data from work orders including schedule times, weights, dimensions and quantities of materials • complete complex calculations of: • gross, tare and nett weights • heights of empty and loaded vehicles • read weight gauges on weighbridges and truck scales • record numerical data involving times, weights and dimensions.
Oral communication skills to:	• ask open and closed probe questions and actively listen to clarify contents of work orders • provide clear, unambiguous directions to vehicle drivers.

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Reading skills to:	• interpret detailed familiar and unfamiliar: • workplace health and safety and other organisational procedures • work orders • delivery and despatch documentation.
Writing skills to:	• complete basic accurate records of delivery and despatch details.
Planning and organising skills to:	• coordinate safe on-site movement of multiple vehicles.

Range of Conditions

Not Applicable

Unit Mapping Information

FPICOT3203B Weigh loads

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPCOT3203 Weigh loads

Modification History

Release	Comment
1	Replaces equivalent unit FPICOT3203B Weigh loads, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format. Assessment requirements now specify the performance and knowledge evidence, as well as assessment conditions for this unit of competency. These sections simplify and replace components used in the previous unit format, including Required Skills and Knowledge, Evidence Guide and Range Statement

Performance Evidence

A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit. If a specific volume or frequency is not stated below, then evidence must be provided that the following requirements have been performed on at least one occasion:

- follow organisational policies and procedures relevant to weighing loads
- apply mathematical procedures to calculate load weight and measure dimensions
- safely and efficiently implement the correct procedures to weigh loads
- clearly and accurately record and maintain delivery and despatch documentation
- safely and effectively direct and monitor vehicles for loading and unloading

Knowledge Evidence

A person competent in this unit must be able to demonstrate knowledge of:

- purpose, features and operation of weighbridges and truck scales
- site capacity and compliance requirements for vehicle load height, stability and weight
- overall site layout and layout of loading and unloading areas
- categories of products or materials received or despatched by the organisation and where these are loaded and unloaded
- typical workplace hazards present when weighing loads and during on-site vehicle movement and methods of minimising risks
- key features of these varying signal systems used for directing vehicles:
  - hand signals
  - whistles
  - loud speaker announcements

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- format, content and use of delivery and despatch documentation:
  - weighbridge dockets
  - order dockets
  - tally sheets
  - load manifests
  - delivery and despatch records
- organisational procedures specific to weighing loads:
  - workplace health and safety with particular emphasis on use of personal protective equipment and identifying hazards and controlling associated risks
  - communication reporting lines
  - recording and reporting delivery and despatch details.
  -

Assessment Conditions

The following resources must be made available:

- weighing equipment:
  - weighbridge
  - truck scales
- personal protective equipment suitable for weighing loads
- work order with specific information about loads to be weighed and delivery and despatch schedules
- template documents:
  - weighbridge dockets
  - order dockets
  - tally sheets
  - load manifests
  - delivery and despatch records
- organisational policies and procedures for weighing loads.

Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting.

Assessor requirements

Assessors must:

- hold the appropriate assessor competency standards as outlined in regulations; and
- be able to demonstrate vocational competencies at least to the level being assessed; and
- be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and assessor competence.

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FWPCOT3208 Test strength of joints

Modification History

Release	Comment
1	Replaces equivalent unit FPICOT3208B Test strength of joints, which was first released with FPI11 Forest and Forest Products Training Package Version 1. This is the first release of this unit in the new standards format.

Application

This unit of competency describes the outcomes required to collect samples and prepare, test and report on the strength of joints. The unit includes interpreting test results for the identification of problems in production, and making necessary changes to processes.

The unit applies to those working in a broad range of technical roles across different sectors in the forest and wood products industry.

No licensing, legislative, regulatory, or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Sawmilling and Processing

Timber Manufactured Products

Timber Merchandising

Wood Panel Products

Timber Truss and Frame Design and Manufacture

Elements and Performance Criteria

Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.*
1. Prepare for testing	1.1 Obtain and review test specifications and equipment for testing

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	strength of joints. 1.2 Collect and prepare test samples according to quality assurance procedures. 1.3 Identify and resolve potential problems with testing.
2. Conduct testing procedures	2.1 Follow organizational procedures to test samples. 2.2 Obtain and interpret test results. 2.3 Complete test reports. 2.4 Store samples according to customer, test authority and site requirements.
3. Finalise testing	3.1 Communicate test results. 3.2 Identify and dispose of or recycle faulty material 3.3 Report identified faults and assist with the identification of production problems. 3.4 Modify test sampling process in response to identified problems and production changes 3.5 Record and report testing outcomes.

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Not Applicable

Unit Mapping Information

FPICOT3208B Test strength of joints

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPCOT3208 Test strength of joints

Modification History

Release	Comment
1	Replaces equivalent unit FPICOT3208B Test strength of joints which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format. Assessment requirements now specify the performance and knowledge evidence, as well as assessment conditions for this unit of competency. These sections simplify and replace components used in the previous unit format, including 'Required Skills and Knowledge, Evidence Guide and Range Statement.

Performance Evidence

A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit. If a specific volume or frequency is not stated below, then evidence must be provided that the following requirements have been performed on at least one occasion:

- follow organisational and quality procedures for testing the strength of joints
- safely and efficiently collect samples
- accurately interpret test results
- identify problems that may affect test results
- complete accurate records and reports.

Knowledge Evidence

A person competent in this unit must be able to demonstrate knowledge of:

- joint strength and issues that may affect joint strength
- different types of joints: glued joints, joints formed with nail plates
- methods and procedures for testing joints: bending test, wet or dry cleavage chisel test, bloc shear test, nail plate pull out test
- problems associated with the testing process: test accuracy; sample quality; faulty material; defects
- criteria for recycling and re-using faulty material
- procedures for recording and reporting workplace information: tally sheets, quality sheets, forms
- production sheets and downtime sheets.
- criteria for recycling and re-using faulty material.

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Assessment Conditions

The following resources must be made available:

- joints for testing
- equipment necessary for testing
- personal protective equipment for testing strength of joints.

Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting.

Assessor requirements

Assessors must:

- hold the appropriate assessor competency standards as outlined in regulations; and
- be able to demonstrate vocational competencies at least to the level being assessed; and
- be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and assessor competence.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPCOT3219 Produce standard truss or frame plans and details using computers

Modification History

Release	Comments
Release 2	This version released with FWP Forest and Wood Products Training Package Version 3.0.
Release 1	This version released with FWP Forest and Wood Products Training Package Version 2.0.

Application

This unit of competency describes the outcomes required to use computerised systems to produce standard truss or frame plans, including layout production, fabrication and installation instructions. Work is completed in a forest products factory setting.

The unit applies to Customer Service/Sales Assistant (retail or wholesale), Customer Service officer, Sales and Merchandising Team leader, Timber Advisor.

No licensing, legislative, regulatory, or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Common technical

Elements and Performance Criteria

Element *Elements describe the essential outcomes.*	**Performance Criteria** *Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.*
1. Select software	1.1 Identify and interpret work order, review and evaluate

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	software options. 1.2 Select appropriate software program to meet production outcomes.
2. Interpret plans and loading conditions	2.1 Interpret and assess plans, drawing views and notes; identify loading information and design requirements and restrictions. 2.2 Obtain additional information and data from appropriate personnel and other sources. 2.3 Create functional and pictorial image of structures, trusses and or frames based on design requirements. 2.4 Refer design requirements outside software limitations to appropriate personnel for resolution.
3. Test and select design options	3.1 Transfer fixed design details to layout data in line with software requirements. 3.2 Specify frame or truss types and select timber type and species in line with material suitability and availability. 3.3 Set common industry spacing of frames, trusses and components to defined design structure in line with industry standards. 3.4 Fix component sizes to clarify and confirm design options. 3.5 Select layouts, spacing and sizing of individual structural members progressively in line with software requirements. 3.6 Select, review and revise design details in line with work order.
4. Produce layouts and cutting requirements	4.1 Review design records for integrity, completeness and consistency in line with certifying authority standards. 4.2 Produce structural layout drawings and truss or frame assembly drawings using appropriate software. 4.3 Produce component cutting detail in line with production requirements and schedules. 4.4 Prepare and document production and installation advice in line with organisational procedures and industry standards. 4.5 Complete and maintain design records and documentation in line with organisational procedures.

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5. Provide advice on design and production issues	5.1 Answer questions about designs and assembly requirements clearly and comprehensively. 5.2 Use effective communication techniques to assist and develop production personnel. 5.3 Provide alternative materials or sizes for components within design scope and production requirements. 5.4 Discuss common site problems and examine and adopt prevention strategies to ensure future practice meets design requirements.

Foundation Skills

This section describes those core and employment skills that are essential to performance and are not explicit in the performance criteria.	
Numeracy skills to:	• interpret numerical data from designs involving height, length, angles, shape, and load • input complex numerical data into software systems for layout, spacing and dimensions of structural members.
Oral communication skills to:	• ask detailed open and closed probe questions and actively listen to clarify contents of designs, plans, drawings and notes • provide clear unambiguous information about designs and assembly requirements • negotiate solutions to site installation problems.
Reading skills to:	• interpret detailed and unfamiliar designs and technical notes.
Writing skills to:	• input clear written text into software systems • produce clear and detailed documents to support interpretation of drawings and assist with production and installation.
Planning and organising skills to:	• plan and organise own work in logical sequence and manage own timing and productivity to complete plans, drawings and documents within deadlines.

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
FWPCOT3219 Produce standard	FWPCOT3219 Produce standard truss	Updated unit sector information	Equivalent unit

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Code and title current version	Code and title previous version	Comments	Equivalence status
truss or frame plans and details using computers Release 2	or frame plans and details using computers Release 1		

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPCOT3219 Produce standard truss or frame plans and details using computers

Modification History

Release	Comments
Release 2	This version released with FWP Forest and Wood Products Training Package Version 3.0.
Release 1	This version released with FWP Forest and Wood Products Training Package Version 2.0.

Performance Evidence

A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit. If a specific volume or frequency is not stated below, then evidence must be provided that the following requirements have been performed on at least one occasion:

- prepare and document computerised plans and details for manufactured timber products in line with an individual design and set of drawing views and notes
- produce computerised drawings, layouts and cutting requirements
- apply mathematical procedures
- develop and select framing layout options and detail framing design
- prepare a package of production and installation advice documents to support interpretation of plans and drawings.
-

Knowledge Evidence

A person competent in this unit must be able to demonstrate knowledge of:

- applicable building and structural regulations for standard timber wall frames, roof and floor trusses
- common industry terminology for all components of standard timber wall frames, roof and floor trusses
- common industry standard layouts, spacing and sizing dimensions of individual members for standard timber wall frames, roof and floor trusses
- relationship between component loads and supports and spans
- timber species ad types that are suitable for the manufacture of standard timber wall frames, roof and floor trusses
- industry software:

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    - functions and capabilities
    - drawing types that can be produced
    - design limitations
    - methods to input and amend design factors and other data
    - methods used to produce structural layout drawings, assembly drawings and component cutting detail
    - methods for storing and retrieving drawings and other data
- industry and specific organisational:
    - processes for producing computerised plans and details for standard timber wall frames, roof and floor trusses
    - formats for and inclusions of documents providing production and installation advice
- organisational procedures for preparing and documenting computerised plans and details for standard timber wall frames, roof and floor trusses.

Assessment Conditions

The following resources must be made available:

- computers, keyboards and industry current software programs used to produce plans and details for standard timber wall frames, roof and floor trusses
- designs, plans, drawing views and notes for standard timber wall frames, roof and floor trusses on which to base plan and details
- template documents for developing production and installation advice
- organisational procedures for preparing and documenting computerised plans and details for standard timber wall frames, roof and floor trusses.

Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting.

Assessor requirements

Assessors must:

- hold the appropriate assessor competency standards as outlined in regulations; and
- be able to demonstrate vocational competencies at least to the level being assessed; and
- be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and assessor competence.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPCOT3222 Present forestry information and interpretations programs

Modification History

Release	Comment
1	Replaces equivalent FPICOT3222B Present forestry information and interpretations programs, which was first released with FPI11 Forest and Forest Products Training Package Version 1. This is the first release of this unit in the new standards format.

Application

This unit of competency describes the outcomes required to deliver forestry information and interpretations programs to client groups. The unit also includes the evaluation of program outcomes.

The unit applies to Forestry worker, Arboriculture worker, Farm forestry worker, Nursery worker

Plantation establishment worker, Plantation forest officer, Silviculturist.

No licensing, legislative, regulatory, or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Forest Growing and Management

Harvesting and Haulage

Sawmilling and Processing

Elements and Performance Criteria

Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.*

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1. Plan information and interpretations programs	1.1 Identify suitable topics or themes and assess against existing programs and organisational priorities. 1.2 Obtain necessary approvals from appropriate personnel and organize resources in line with organisational procedures. 1.3 Develop promotional material in a format suitable for dissemination to target participants in line with program timeframes
2. Conduct information and interpretations programs	2.1 Conduct information and interpretations programs to meet identified objectives that are suitable to the size and nature of target participants 2.2 Address particular needs of participants in the design and delivery of programs 2.3 Use appropriate presentation methods, equipment and materials to enhance participant interest and involvement. 2.4 Identify problems in the presentation and make adaptations where possible.
3. Evaluate presentations	3.1 Monitor program presentation and evaluate in line with organisational procedures. 3.2 Collect feedback and analyse against program objectives. 3.3 Evaluate materials and format and results document in line with organisational procedures. 3.4 Record and report on program processes to the appropriate personnel.

Foundation Skills

This section describes those core and employment skills that are essential to performance and are not explicit in the performance criteria.	
Oral communication skills to:	• Build rapport with an audience • Clearly communicate key messages and information

Range of Conditions

Not Applicable

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Unit Mapping Information

FPICOT3222B Present forestry information and interpretations programs

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPCOT3222 Present forestry information and interpretations programs

Modification History

Release	Comment
1	Replaces equivalent unit FPICOT3222B Present forestry information and interpretations programs, which was first released with FPI11 Forest and Forest Products Training Package Version 1. Assessment requirements now specify the performance and knowledge evidence, as well as assessment conditions for this unit of competency. These sections simplify and replace components used in the previous unit format, including Required Skills and Knowledge, Evidence Guide and Range Statement

Performance Evidence

A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit. If a specific volume or frequency is not stated below, then evidence must be provided that the following requirements have been performed on at least one occasion:

- identify suitable activities and deliver information and interpretations programs suitable to participant needs and program objectives, that includes one or more of the following activities:
  - seminars
  - talks
  - information in in-house publications
  - exhibitions
  - media releases
  - technology based training
  - marketing and promotional programs
- evaluate and promote information and interpretations programs and introduce improvements where necessary.
- use appropriate communication and interpersonal techniques and methods with colleagues and others
- follow organisational policies and procedures related to presenting forestry information and interpretations programs

Knowledge Evidence

A person competent in this unit must be able to demonstrate knowledge of:

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- organisational policies and procedures for presenting forestry information and interpretations programs
- media relations and marketing principles and processes in relation to presenting forestry information and interpretations programs
- determining participant needs and target audience requirements
- appropriate training locations within a workplace
- training and presentation techniques
- methods to engage an audience
- computer-based presentation techniques and tools

Assessment Conditions

The following resources must be made available:

- Work order or similar requirement outlining the type of information or program required to be delivered
- Suitable equipment to develop and present the activity including PC's, materials, audio-visual equipment

Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting.

Assessor requirements

Assessors must:

- hold the appropriate assessor competency standards as outlined in regulations; and
- be able to demonstrate vocational competencies at least to the level being assessed; and
- be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and assessor competence.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPCOT3224 Plan and monitor equipment maintenance

Modification History

Release	Comment
1	Replaces equivalent unit FPICOT3224B Plan and monitor equipment maintenance, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format.

Application

This unit of competency describes the outcomes required to establish a routine maintenance plan, and facilitate repairs for equipment.

The unit applies to people working in a broad range of roles across different forest and forest product industry sectors.

No licensing, legislative, regulatory, or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Forest Growing and Management

Harvesting and Haulage

Sawmilling and Processing

Timber Manufactured Products

Timber Merchandising

Wood Panel Products

Timber Truss and Frame Design and Manufacture

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Elements and Performance Criteria

Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.*
1. Plan routine maintenance	1.1 Review routine servicing requirements of site equipment, and prepare maintenance schedules. 1.2 Determine and organize tools, equipment and material requirements for maintenance work. 1.3 Plan, schedule and communicate maintenance procedures to appropriate personnel. 1.4 Assign roles and responsibilities to personnel who hold required skills and expertise 1.5 Plan maintenance processes in line with site procedures and environmental requirements, and modify in response to changes in equipment, personnel and site condition.
2. Monitor equipment operation	2.1 Conduct work according to work order. 2.2 Check site servicing and maintenance records for completeness and abnormal activity. 2.3 Maintain stock levels of routine service items, and minor repair components, to maximise availability and optimum operational performance of equipment. 2.4 Monitor equipment operation and identify operating faults and frequent or recurring breakdowns. 2.5 Obtain expert advice and specialist assistance when required, according to site procedures. 2.6 Review condition of equipment and ensure and efficient operation.
3. Facilitate equipment repair	3.1 Conduct visual inspection and fault finding procedures. 3.2 Diagnose and report faults, malfunctions or problems with equipment. 3.3 Assess equipment breakdowns and select and organise suitable repairs. 3.4 Organise movement of equipment to suitable repair site. 3.5 Monitor and modify repair procedures as required. 3.6 Periodically review and revise maintenance schedule to maintain operational integrity. 3.7 Deal with equipment that cannot be repaired in line with site procedures, manufacturer recommendations and environmental

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	requirements. 3.8 Complete and maintain accurate records and reports for equipment repair and maintenance

Foundation Skills

This section describes those core and employment skills that are essential to performance and are not explicit in the performance criteria.	
Numeracy skills to:	• measure and replace fluids.
Reading skills to:	• read manufacturer's manuals and site procedures
Planning and organising skills to:	• arrange efficient repairs and minimise disruptions.

Range of Conditions

Not Applicable

Unit Mapping Information

FPICOT3224B Plan and monitor equipment maintenance

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPCOT3224 Plan and monitor equipment maintenance

Modification History

Release	Comment
	Replaces equivalent unit FPICOT3224B Plan and monitor equipment maintenance, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format. Assessment requirements now specify the performance and knowledge evidence, as well as assessment conditions for this unit of competency. These sections simplify and replace components used in the previous unit format, including Required Skills and Knowledge, Evidence Guide and Range Statement

Performance Evidence

A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit. If a specific volume or frequency is not stated below, then evidence must be provided that the following requirements have been performed on at least one occasion:

- develop and implement a plan for equipment maintenance that includes
  - equipment maintenance and repair needs
  - current operational conditions
  - current work patterns
  - disposal of contaminants and waste
- perform maintenance procedures including:
  - visual inspections
  - pre-start check
  - shutdown checks
  - removing and replacing parts or components
  - facilitating equipment repairs.
- undertake routine repairs of faulty equipment.

Knowledge Evidence

A person competent in this unit must be able to demonstrate knowledge of:

- safe disposal of waste materials from equipment repairs
- safe use and storage of chemicals used for the maintenance and repair of equipment
- protective equipment and safety procedures for working with equipment

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- organisational and site standards, policies and procedures for planning and monitoring equipment maintenance
- problem identification and resolution strategies, including typical breakdown situations and available options for correction
- Assessment of equipment breakdown including:
  - nature
  - cause
  - seriousness
  - likely repair requirements
  - potential for further damage and personal injury
  - availability of alternatives
  - reference to manufacturer's instructions
- tools used for maintenance of equipment and procedures for their safe use and maintenance
- range of site equipment and respective technical capabilities and limitations
- routine maintenance requirements for site equipment
- procedures for recording and reporting workplace information.

Assessment Conditions

The following resources must be made available:

- materials and equipment relevant to the site and work role of the candidate
- manufacturer's instructions for these pieces of equipment
- site policies and procedures for maintaining equipment
- personal protective equipment.

Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting.

Assessor requirements

Assessors must:

- hold the appropriate assessor competency standards as outlined in regulations; and
- be able to demonstrate vocational competencies at least to the level being assessed; and
- be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and assessor competence.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPCOT3227 Receive and measure logs

Modification History

Release	Comment
1	Replaces equivalent unit FPICOT3227B Receive and measure logs, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format.

Application

This unit of competency describes the outcomes required to receive deliveries of logs, measure logs for length and diameter, estimate and calculate log weight and volume, weigh and direct trucks and complete delivery documentation.Work is completed in a forest products factory setting.

The unit applies to Sawmill Worker, Production Technician.

No licensing, legislative, regulatory, or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Common Technical

Elements and Performance Criteria

Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.*
1. Estimate log weights and volumes	1.1 Select appropriate personal protective equipment and check for operational effectiveness. 1.2 Identify potential and existing hazards and control risks associated with receiving, measuring and weighing logs. 1.3 Measure length and average diameter of logs. 1.4 Calculate estimated log weights and volumes in line with

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	organisational formulas.
2. Check, estimate and record loads	2.1 Stop trucks delivering loads, and check delivery documents. 2.2 Check that load height and stability meet site requirements. 2.3 Inspect type and quantity of logs; assess suitability of size, species and quality for acceptable receipt. 2.4 Calculate and record weight and volume of each log. 2.5 Record delivery documentation and equipment faults in line with organisational procedures.
3. Weigh trucks	3.1 Identify truck gross weight using weighbridge in line with organisational safety procedures. 3.2 Obtain truck tare weight from existing records or note need for weighing. 3.3 Identify truck tare weight on departure using weighbridge in line with organisational safety procedures. 3.4 Calculate and record nett weight of logs and type delivered in line with organisational procedures.
4. Direct trucks for unloading	4.1 Notify log yard personnel of delivery and unloading requirements. 4.2 Direct trucks clearly and accurately to unloading area in line with log classification. 4.3 Monitor and coordinate on-site truck movements, ensuring a safe operating environment.

Foundation Skills

This section describes those core and employment skills that are essential to performance and are not explicit in the performance criteria.	

Numeracy skills to:	• complete complex calculations of:
	  • log lengths and averages
	  • estimated log weights and volumes using assistive formulas
	  • gross, tare and nett weights
	  • heights of loaded vehicles
	• read weight gauges on weighbridges
	• record numerical data involving times, weights and dimensions.

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Oral communication skills to:	• provide clear, unambiguous directions to truck drivers.

Reading skills to:	• interpret:
	  • workplace health and safety and other organisational procedures
	  • delivery documentation.

Writing skills to:	• complete basic accurate records of delivery details and equipment faults.
Planning and organising skills to:	• coordinate safe on-site movement of multiple trucks.

Range of Conditions

Not Applicable

Unit Mapping Information

FPICOT3227B Receive and measure logs

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPCOT3227 Receive and measure logs

Modification History

Release	Comment
1	Replaces equivalent unit FPICOT3227B Receive and measure logs, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format. Assessment requirements now specify the performance and knowledge evidence, as well as assessment conditions for this unit of competency. These sections simplify and replace components used in the previous unit format, including Required Skills and Knowledge, Evidence Guide and Range Statement

Performance Evidence

A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit. If a specific volume or frequency is not stated below, then evidence must be provided that the following requirements have been performed on at least one occasion:

- follow organisational policies and procedures relevant to receiving and measuring logs
- receive and measure logs
- convey material to loading areas
- weigh truck to ensure they follow and meet regulations
- estimate and calculate log weights and volumes

Knowledge Evidence

A person competent in this unit must be able to demonstrate knowledge of:

- purpose, features and operation of electronic measuring equipment and weighbridges
- site capacity and compliance requirements for vehicle load height, stability and weight
- overall site layout and layout of log unloading areas
- typical workplace hazards present when measuring logs and weighing loads; and during on-site truck movement and methods of minimising risks
- methods used to estimate log weights and volumes using formulas and data tables
- key features of these varying signal systems used for directing trucks:
  - hand signals
  - whistles
  - loud speaker announcements

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- format, content and use of delivery documentation:
  - weighbridge dockets
  - tally sheets
  - load manifests
  - delivery records
- organisational policies and procedures specific to receiving and measuring logs:
  - workplace health and safety with particular emphasis on use of personal protective equipment and identifying hazards and controlling associated risks
  - communication reporting lines
  - recording and reporting delivery details.

Assessment Conditions

The following resources must be made available:

- measuring tapes or electronic measuring equipment
- weighbridge
- personal protective equipment suitable for receiving and measuring logs
- formulas and data tables used to estimate and calculate weights and volumes
- template documents:
  - weighbridge dockets
  - tally sheets
  - load manifests
  - delivery records.
- organisational policies and procedures for receiving and measuring logs.

Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting.

Assessor requirements

Assessors must:

- hold the appropriate assessor competency standards as outlined in regulations; and
- be able to demonstrate vocational competencies at least to the level being assessed; and
- be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and assessor competence.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPCOT3231 Operate steam boiler

Modification History

Release	Comment
1	Replaces equivalent unit FPICOT3231B Operate steam boiler, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format.

Application

This unit of competency describes the outcomes required to start up, operate and store a steam-generating boiler.

The unit applies to steam boiler operators in a timber processing plant setting and includes shutting down and cleaning equipment.

Licensing, legislative, regulatory, or certification requirements apply to this unit in some states & territories at the time of publication and may differ according to jurisdiction.

Pre-requisite Unit

Nil

Unit Sector

Sawmilling and Processing

Timber Manufactured Products

Wood Panel and Board Production

Elements and Performance Criteria

Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.*
1. Prepare for operation	1.1 Review operational order and where required check with appropriate personnel. 1.2 Select appropriate personal protective equipment and check for operational effectiveness.

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	1.3 Identify and set quantity of steam to be generated for allocated process. 1.4 Plan steam generation in line with work order.
2. Operate and monitor boiler	2.1 Use equipment in line with organisational safety procedures, manufacturer's instructions and environmental protection practices. 2.2 Complete pre-operational safety and pre start-up checks to ensure operational effectiveness. 2.3 Start boiler and bring safely on line; communicate recent performance to appropriate personnel. 2.4 Assess continued operation of boiler against pre-operational checks, maintenance requirements and operating conditions. 2.5 Monitor boiler operation, diagnose status and adjust to maintain safe and efficient operation. 2.6 Store and record boiler house chemicals, in line with safety procedures and environmental protection practices. 2.7 Follow emergency shutdown procedures in cases of fire. 2.8 Complete operating log, record fuel efficiency and report to appropriate personnel.
3. Shut down and store boiler	3.1 Follow organisational safety procedures to shut down equipment. 3.2 Prepare boiler for inspection process; remove valves and fittings in line with organisational safety procedures. 3.3 Clean boiler externally and internally if appropriate in line with environmental protection practices. 3.4 Select storage mode and store boiler in line with organisational safety procedures. 3.5 Record and report and equipment faults and maintenance requirements to appropriate personnel.

Foundation Skills

This section describes those core and employment skills that are essential to performance and are not explicit in the performance criteria.	
Numeracy skills to:	• read basic numerical machine settings and select according to operational requirements • record numerical data involving fuel efficiency • calculate approximate heating requirements and volumes of steam

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	• measure and record chemical usage
Oral communication skills to:	• ask questions and actively listen to clarify contents of operational orders.

Reading skills to:	• interpret:
	  • workplace health and safety and other organisational procedures including Material Safety Data Sheets
	  • operational orders
	  • manufacturers' instructions and maintenance recommendations.

Writing skills to:	• complete accurate basic records for boiler operations, equipment faults and maintenance requirements.
Planning and organising skills to:	• efficiently and logically sequence the stages of bolier start up, shut down and cleaning using work order to guide activities.

Range of Conditions

Not Applicable

Unit Mapping Information

FPICOT3231B Operate steam boiler

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPCOT3231 Operate steam boiler

Modification History

Release	Comment
	Replaces equivalent unit FPICOT3231B Operate steam boiler, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format. Assessment requirements now specify the performance and knowledge evidence, as well as assessment conditions for this unit of competency. These sections simplify and replace components used in the previous unit format, including 'Required Skills and Knowledge, Evidence Guide and Range Statement

Performance Evidence

- A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit. If a specific volume or frequency is not stated below, then evidence must be provided that the following requirements have been performed on at least one occasion:
- follow organisational policies and procedures relevant to operating a steam boiler
- start, operate, monitor and shut down a steam boiler in line with statutory requirements and standard operating procedures
- prepare boiler for annual inspection
- complete operating and maintenance logs

Knowledge Evidence

A person competent in this unit must be able to demonstrate knowledge of:

- environmental protection practices for boiler operations:
  - cleaning plant, tools and equipment
  - disposing of hazardous substances
- characteristics and dangers of steam
- purpose, features and operation of :
  - steam-generating boilers, including liquid or vapour restricted to water or steam
  - fuel and fuel supply system
- processes for boiler startup, shutdown, cleaning and storage
- range of data used to evaluate boiler performance:

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  - steam levels
  - pressure levels
  - energy generation levels
  - heat build-up
  - system overload information
  - test outcomes for water quality and chemicals
  - past performance records
- methods used to:
  - remove valves and fittings
  - clean boilers internally and externally
  - safely handle and store boiler house chemicals
- organisational procedures specific to operating steam boilers:
  - workplace health and safety with particular emphasis on equipment lock out and use of personal protective equipment
  - communication reporting lines
  - recording and reporting operating logs, fuel efficiency records, equipment faults and maintenance requirements.

Assessment Conditions

The following resources must be made available:

- steam-generating boilers, including liquid or vapour restricted to water or steam
- fuel and fuel supply system
- boiler house chemicals and labels
- personal protective equipment suitable for operating steam boilers
- manufacturers' instructions for use and maintenance of equipment
- operational order with specific instructions for required steam generation levels and quantities and operating times
- template documents:
  - operating logs
  - fuel efficiency records
  - records of equipment faults and maintenance requirements
- organisational procedures for operating steam boilers.

Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting.

Assessor requirements

Assessors must:

- hold the appropriate assessor competency standards as outlined in regulations; and
- be able to demonstrate vocational competencies at least to the level being assessed; and

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- be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and assessor competence.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPCOT3232 Operate heat plant

Modification History

Release	Comment
1	Replaces equivalent unit FPICOT3232B Operate heat plant, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format.

Application

This unit of competency describes the outcomes required to start up, operate and store an energy producing heat plant.

The unit applies to heat plant operators in a timber processing plant setting and includes shutting down and cleaning equipment.

No licensing, legislative, regulatory, or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Sawmilling and Processing

Timber Manufactured Products

Wood Panel and Board Production

Elements and Performance Criteria

Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.*
1. Prepare for operation	1.1 Review operational order and where required check with appropriate personnel. 1.2 Select appropriate personal protective equipment and check for operational effectiveness.

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	1.3 Identify and set quantity of energy to be generated for allocated process. 1.4 Plan heat generation in line with work order.
2. Operate and monitor heat plant	2.1 Use equipment in line with organisational safety procedures, manufacturer's instructions and environmental protection practices. 2.2 Complete pre-operational safety and pre start-up checks to ensure operational effectiveness. 2.3 Start plant and bring safely on line; communicate recent performance to appropriate personnel. 2.4 Assess continued operation of heat plant against pre-operational checks, maintenance requirements and operating conditions. 2.5 Monitor heat plant operation, diagnose status and adjust to maintain safe and efficient operation. 2.6 Follow emergency shutdown procedures in cases of fire. 2.7 Complete operating log, record fuel efficiency and report to appropriate personnel.
3. Shut down and store heat plant	3.1 Follow organisational safety procedures to shut down equipment. 3.2 Remove or replace valves and fittings in line with organisational safety procedures if required 3.3 Maintain cleanliness of heat plant and plant room in line with environmental protection practices 3.4 Select storage mode and store heat plant in line with organisational safety procedures. 3.5 Record and report and equipment faults and maintenance requirements to appropriate personnel.

Foundation Skills

This section describes those core and employment skills that are essential to performance and are not explicit in the performance criteria.	
Numeracy skills to:	• read basic numerical machine settings and select according to operational requirements • record numerical data involving fuel efficiency.
Oral communication skills to:	• ask questions and actively listen to clarify contents of operational orders.
Reading skills to:	• interpret: • workplace health and safety and other organisational

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	procedures • operational orders • manufacturers' instructions and maintenance recommendations.
Writing skills to:	• complete accurate basic records for heat plant operations, equipment faults and maintenance requirements.
Planning and organising skills to:	• efficiently and logically sequence the stages of heat plant start up, shut down and cleaning using work order to guide activities.

Range of Conditions

Not Applicable

Unit Mapping Information

FPICOT3232B Operate heat plant

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPCOT3232 Operate heat plant

Modification History

Release	Comment
1	Replaces equivalent unit FPICOT3232B Operate heat plant, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format. Assessment requirements now specify the performance and knowledge evidence, as well as assessment conditions for this unit of competency. These sections simplify and replace components used in the previous unit format, including 'Required Skills and Knowledge, Evidence Guide and Range Statement

Performance Evidence

A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit. If a specific volume or frequency is not stated below, then evidence must be provided that the following requirements have been performed on at least one occasion:

- operate a heat plant, in line with operating orders for each period prescribing different energy generation requirements
- after the above jobs:
  - complete operating logs and fuel efficiency records
  - maintain cleanliness of plant and plant room.

Knowledge Evidence

A person competent in this unit must be able to demonstrate knowledge of:

  - environmental protection practices for heat plant operations:
  - cleaning plant, tools and equipment
  - disposing of hazardous substances
- characteristics and dangers of heat and energy generated by heat plants
- purpose, features and operation of energy generating heat plants
- processes for heat plant startup, shutdown, cleaning and storage
- range of data used to evaluate heat plant performance:
  - heat levels
  - pressure levels
  - energy generation levels
  - heat build-up

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    - system overload information
    - monitor fuel usage
    - past performance records
- methods used to:
    - remove valves and fittings
    - clean plant and plant room
- organisational procedures specific to operating heat plants:
    - workplace health and safety with particular emphasis on equipment lock out and use of personal protective equipment
    - communication reporting lines
    - recording and reporting operating logs, fuel efficiency records, equipment faults and maintenance requirements.

Assessment Conditions

The following resources must be made available:

- energy generating heat plant
- personal protective equipment suitable for operating heat plants
- manufacturers' instructions for use and maintenance of equipment
- operational order with specific instructions for required heat generation levels and quantities and operating times
- template documents:
    - operating logs
    - fuel efficiency records
- records of equipment faults and maintenance requirements
- organisational procedures for operating heat plants.

Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting.

Assessor requirements

Assessors must:

- hold the appropriate assessor competency standards as outlined in regulations; and
- be able to demonstrate vocational competencies at least to the level being assessed; and
- be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and assessor competence.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPCOT3234 Cut material using CNC sizing machines

Modification History

Release	Comments
Release 2	This version released with FWP Forest and Wood Products Training Package Version 4.0.
Release 1	This version replaces equivalent FPICOT3234B Cut material using CNC sizing machines, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format.

Application

This unit of competency describes the skills and knowledge required to set up and operate computer numerical control (CNC) sizing machines to achieve accurate dimensional cuts of engineered wood products and timber components in a manufacturing facility. Work also involves operator maintenance.

The unit applies to individuals who work as production workers, engineered timber products technicians, machine operators or timber fabricators. Operators generally work under broad or limited direction to complete routine activities related to their own work, and take responsibility for their work.

All work must be carried out to comply with workplace procedures, according to state/territory health and safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Common Technical

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Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for cutting engineered wood product or timber	1.1 Review work order, specifications, workplace health and safety requirements, environmental protection practices and emergency procedures for CNC cutting operations and, where required, check with appropriate personnel 1.2 Identify and report hazards and use personal protective equipment according to workplace requirements and health and safety legislation to maintain safe work practices 1.3 Obtain the type and quantity of material to be cut from a storage location
2. Set up the CNC sizing machine	2.1 Set CNC optimising program to meet work specifications 2.2 Check the CNC cutting machine mechanisms, emergency stops, gauges, guards and controls for safe and effective operation 2.3 Adjust the CNC cutting machine settings according to work specifications 2.4 Complete trial run to check system and machine operation for accuracy, quality and dimensions of finished work 2.5 Accept or reject trialled material and dispose of according to environmental protection practices 2.6 Complete final adjustments to CNC optimising program, cutting tools and equipment
3. Operate the CNC sizing machine	3.1 Use the CNC sizing machine, cutting tools and equipment according to workplace health and safety procedures, manufacturer instructions, operating capacity and purpose and environmental protection practices 3.2 Feed engineered wood product or timber into the CNC machine, operate cutting tools according to tooling requirements and regularly monitor to minimise waste and ensure correct dimensions are produced 3.3 Repair or dispose of incorrect cuts, off-cuts and material with defects according to environmental protection practices 3.4 Identify routine processing problems and resolve or report to appropriate personnel
4. Complete operator maintenance	4.1 Lock out the CNC sizing machine according to workplace health and safety procedures

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	4.2 Check blades for bluntness or damage 4.3 Remove and replace blades according to manufacturer recommendations 4.4 Dispose of used blades according to environmental protection practices 4.5 Keep machine clear of dust and debris according to organisational safety procedures 4.6 Record and report production outcomes, machine and equipment faults and maintenance requirements to appropriate personnel

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Numeracy	• Identify quantities of required material within work orders, and count numbers to be cut • Set numerical data on CNC optimising program according to sizing specifications • Calculate the feed rate to optimise quality and quantity of production output • Measure finished dimensions against specifications and allowable tolerances
Navigate the world of work	• Understand main tasks, responsibilities and boundaries of own role
Interact with others	• Use modes of communication suitable for the purpose to confirm and clarify understanding
Get the work done	• Recognise and respond to routine problems

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FWPCOT3234 Cut material using CNC sizing machines Release 2	FWPCOT3234 Cut material using CNC sizing machines Release 1	Updated workplace health and safety requirements and foundation skills; and clarified intent of unit and assessment requirements.	Equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPCOT3234 Cut material using CNC sizing machines

Modification History

Release	Comments
Release 2	This version released with FWP Forest and Wood Products Training Package Version 4.0.
Release 1	This version replaces equivalent FPICOT3234B Cut material using CNC sizing machines, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format.

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit. There must be evidence that, on at least one occasion, the individual has:

- followed organisational workplace health and safety requirements and environmental protection procedures for cutting engineered wood product or timber using one or both of the following types of computer numerical control (CNC) sizing machines:
  - CNC beam saw
  - CNC double end profiling machine
- set computer programs for the CNC sizing machines according to work specifications
- cut one or more of the following types of engineered wood product or timber using the CNC sizing machines according to work specifications, manufacturer recommendations and within prescribed organisational tolerances:
  - glued laminated beams (glulam)
  - cross-laminated timber (CLT)
  - laminated veneer
  - chipboard
  - medium density fibreboard
  - dressed timber
  - preservative treated timber
- conducted operator maintenance on the CNC sizing machines,cutting tools and equipment.

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Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- health and safety hazards or risks related to operating CNC sizing machines for cutting engineered wood products or timber as identified through risk assessments, manufacturer technical information, regulations and industry health and safety guides
- workplace policies and procedures specific to cutting material using CNC sizing machines:
  - health and safety, with particular emphasis on equipment lockout and the use of personal protective equipment (PPE)
  - use of CNC sizing machines, cutting tools and equipment
  - communication reporting lines
  - recording and reporting production outcomes, machine and equipment faults and maintenance requirements
- environmental protection practices for manufacturing facilities:
  - reducing water and energy use
  - cleaning plant, cutting tools and equipment
  - disposing of, recycling and reusing timber and other waste
- range of cutting patterns used with CNC sizing machines to achieve accurate dimensions and quality of the finished product
- characteristics of timber, timber products and timber defects
- system functions and capabilities of CNC software for sizing machines, including cutting patterns and sequences
- purpose, features and operation of CNC sizing machines:
  - CNC beam saws
  - CNC double end profiling machines
- methods for assessing saw blade condition.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - one or both types of CNC sizing machines
  - computer program for sizing machines
  - maintenance tools for CNC sizing operations
  - saw blades suitable for CNC sizing machines
  - PPE suitable for cutting material using CNC sizing machines

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  - engineered wood product or timber suitable for cutting operations using CNC sizing machines
  - CNC program suitable for the cutting operations
- specifications:
  - manufacturer instructions for use and maintenance of equipment
  - work order with specific instructions for cutting material using CNC sizing machines
  - workplace policies and procedures for cutting material using CNC sizing machines, including health and safety and emergency procedures and environmental protection procedures
  - template documents for recording production outcomes, equipment faults and maintenance requirements.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPCOT3235 Machine material using CNC machining and processing centres

Modification History

Release	Comments
Release 3	This version released with FWP Forest and Wood Products Training Package Version 4.0.
Release 2	This version released with FWP Forest and Wood Products Training Package Version 3.0.
Release 1	This version released with FWP Forest and Wood Products Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to set up, operate and maintain computer numerical control (CNC) machining and processing centres used to process and cut holes in engineered wood products and timber components in a manufacturing facility. Work also involves operator maintenance.

The unit applies to individuals who work as production workers, timber fabricators and engineered timber products technicians. Operators generally work under broad or limited direction to complete routine activities related to their own work, and take responsibility for their work.

All work must be carried out to comply with workplace procedures, according to state/territory health and safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Common Technical

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Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for machining engineered wood products or timber	1.1 Review work order, machining specifications, workplace health and safety requirements, environmental protection practices and emergency procedures for CNC machining operation and, where required, check with appropriate personnel 1.2 Identify and report hazards and use personal protective equipment according to workplace requirements and health and safety legislation to maintain safe work practices 1.3 Obtain the type and quantity of material for machining from a storage location
2. Set up the CNC machine	2.1 Set CNC program to meet work specifications 2.2 Check the CNC machine mechanisms, cutting tools, jigs, emergency stops, gauges, guards and controls for safe and effective operation 2.3 Adjust the CNC machine settings according to work specifications 2.4 Complete trial run to check system and machine operation for accuracy, quality and dimensions of finished work 2.5 Accept or reject trialled material and dispose of according to environmental protection practices 2.6 Complete final adjustments to the CNC program, cutting tools and equipment
3. Operate the CNC machine	3.1 Use the CNC machine, cutting tools and equipment according to organisational safety procedures, manufacturer instructions, operational capacity and purpose and environmental protection practices 3.2 Feed engineered wood product or timber into the CNC machine, operate cutting tools according to tooling requirements and regularly monitor to minimise waste and ensure correct dimensions are produced 3.3 Repair or dispose of incorrect cuts, off-cuts and material with defects according to environmental protection practices 3.4 Identify routine processing problems and resolve or report to appropriate personnel
4. Complete operator maintenance	4.1 Lock out the CNC machine according to workplace health and safety procedures

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	4.2 Check cutting tools for bluntness or damage 4.3 Remove and replace cutting tools according to manufacturer recommendations 4.4 Dispose of used cutting tools according to environmental protection practices 4.5 Keep machining area clear of dust and debris according to organisational safety procedures 4.6 Record and report production outcomes, machine and equipment faults and maintenance requirements to appropriate personnel

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	**Description**
Numeracy	• Identify quantities of required material within work plans, and count numbers to be machined • Set numerical data on CNC program according to machining specifications • Calculate the feed rate to optimise quality and quantity of production output • Measure finished dimensions against specifications and appropriate tolerances
Navigate the world of work	• Understand main tasks, responsibilities and boundaries of own role
Interact with others	• Use modes of communication suitable for the purpose to confirm and clarify understanding
Get the work done	• Recognise and respond to routine problems

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FWPCOT3235 Machine material using CNC machining and processing centres Release 3	FWPCOT3235 Machine material using CNC machining and processing centres Release 2	Updated workplace health and safety requirements and foundation skills; clarified the intent of the unit and assessment requirements.	Equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPCOT3235 Machine material using CNC machining and processing centres

Modification History

Release	Comments
Release 3	This version released with FWP Forest and Wood Products Training Package Version 4.0.
Release 2	This version released with FWP Forest and Wood Products Training Package Version 3.0.
Release 1	This version released with FWP Forest and Wood Products Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit. There must be evidence that, on at least one occasion, the individual has:

- followed workplace health and safety requirements and environmental protection procedures for processing engineered wood product or timber using one or more of the following types of computer numerical control (CNC) machining and processing centres:
  - CNC three-axis machining centres
  - CNC multi-tasking machining centres
  - CNC flat-bed routers and mortisers
- set computer programs for the CNC machining and processing centres according to work specifications
- machined one or more of the following types of engineered wood products or timber using the CNC machining and processing centres according to work specifications, manufacturer recommendations and within prescribed tolerances:
- glued laminated timber (glulam)
- cross-laminated timber (CLT)
- laminated veneer
- chipboard
- medium density fibreboard
- dressed timber
- preservative treated timber
- conducted operator maintenance on the CNC machining and processing centres, cutting tools and equipment.

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Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- health and safety hazards or risks related to operating a CNC machine and processing centre for engineered wood products and timber as identified through risk assessments, manufacturer technical information, regulations and industry health and safety guides
- workplace policies and procedures specific to machining engineered wood products and timber using CNC machine and processing centres:
  - health and safety, with particular emphasis on equipment lockout and the use of personal protective equipment (PPE)
  - use of CNC machines, cutting tools and equipment
  - communication reporting lines
  - recording and reporting production outcomes, machine and equipment faults and maintenance requirements
- environmental protection practices for timber manufacturing facilities:
  - reducing water and energy use
  - cleaning plant, cutting tools and equipment
  - disposing of, recycling and reusing timber and other waste
- range of cutting patterns used with CNC machining and processing centres to achieve accurate dimensions and quality of finished work
- system functions and capabilities of CNC software for machining and processing centres
- purpose, features and operation of CNC machining and processing centres and equipment used to machine engineered wood products and timber:
  - three-axis machining centres
  - multi-tasking machining centres
  - flat-bed routers and mortisers
  - dust extraction equipment
  - jigs and shaped templates for routing
- timber characteristics, timber products and timber defects
- methods for assessing cutting tools condition.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - one or more types of CNC machining and processing centres
  - dust extraction equipment
  - jigs and shaped templates for routing

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  - maintenance tools for boring, routing and mortising operations
  - cutting tools suitable for machining operations including cutter, router, boring, drilling and mortising bits
  - PPE suitable for machining material using CNC machining and processing centres
  - engineered wood product or timber suitable for machining operations using CNC machining and processing centres
  - CNC program suitable for the machining operations
- specifications:
  - manufacturer instructions for use and maintenance of equipment
  - work order with specific instructions for machining material using CNC machining and processing centres
  - workplace policies and procedures for machining material using CNC machining and processing centres, including health and safety and emergency procedures and environmental protection procedures
  - template documents for recording production outcomes, equipment faults and maintenance requirements.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPCOT3240 Grade heavy structural/engineered products

Modification History

Release	Comment
1	Replaces equivalent unit FPICOT3240B Grade heavy structural/engineered products, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format.

Application

This unit of competency describes the outcomes required to visually assess material characteristics and defects for classification into various strength and appearance grades. Materials can be sleepers, crossings, mine guides, piles, posts and other heavy structural or engineered products.

The unit applies to those who grade heavy structural and/or engineered products in a forest environment setting

No licensing, legislative, regulatory, or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Harvesting and Haulage

Forest Growing and Management

Sawmilling and Processing

Elements and Performance Criteria

Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.*
1. Prepare for grading	1.1 Review work order and where required check with appropriate personnel.

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	1.2 Select appropriate personal protective equipment and check for operational effectiveness. 1.3 Obtain type and quantity of material to be graded from storage location. 1.4 Plan grading process in line with work order.
2. Grade heavy structural or engineered products	2.1 Identify requirements for storage and subsequent processing of materials. 2.2 Assess characteristics and defects of each timber piece against industry standards for grade type. 2.3 Measure and record moisture content. 2.4 Mark defects for docking clearly, in line with organisational procedures. 2.5 Mark timber and sort according to grade classification, using clearly identifiable markers or stickers.
3. Distribute material	3.1 Label storage locations and direct material to storage or processing operations in line with organisational procedures. 3.2 Reject sub-standard materials; dispose of or recycle in line with environmental protection practices. 3.3 Monitor on-site movement of material to achieve intended flow. 3.4 Record assessment outcomes and distribution problems and report to appropriate personnel.

Foundation Skills

This section describes those core and employment skills that are essential to performance and are not explicit in the performance criteria.	
Numeracy skills to:	• identify quantities of assessable material within work orders and count numbers • measure size of undesirable timber characteristics • complete routine assessment records involving numerical grades, dimensions and quantities.
Oral communication skills to:	• ask questions and actively listen to clarify content of work orders.

Reading skills to:	• interpret:
	  • workplace health and safety and other organisational procedures
	  • work orders

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	• industry grading standards.
Writing skills to:	• produce basic clear labels for timber identification • complete accurate basic reports on assessment outcomes.
Problem-solving skills to:	• recognise undesirable timber characteristics and assess as unfit for specified purpose • identify and dispose of or recycle defective materials.

Range of Conditions

Not Applicable

Unit Mapping Information

FPICOT3240B Grade heavy structural/engineered products

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPCOT3240 Grade heavy structural/engineered products

Modification History

Release	Comment
1	Replaces equivalent unit FPICOT3240B Grade heavy structural/engineered products, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format. Assessment requirements now specify the performance and knowledge evidence, as well as assessment conditions for this unit of competency. These sections simplify and replace components used in the previous unit format, including 'Required Skills and Knowledge, Evidence Guide and Range Statement

Performance Evidence

A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit. If a specific volume or frequency is not stated below, then evidence must be provided that the following requirements have been performed on at least one occasion:

- visually evaluate different types of heavy structural and engineered product for classification into strength and appearance grades, in line with an individual work order for each grading job
- heavy structural and engineered products for classification are to be chosen from the following list:
  - sleepers
  - crossings
  - mine guides
  - piles
  - cross arms for overhead lines
  - decking for wharves and bridges
  - poles
- after each job, complete a basic report on assessment outcomes.

Knowledge Evidence

A person competent in this unit must be able to demonstrate knowledge of:

- environmental protection practices for disposing of, recycling and reusing timber
- features and uses of heavy structural and engineered products:

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    - sleepers, crossings, mine guides, piles and cross arms for overhead lines
    - decking for wharves and bridges
    - poles
- typical timber defects and how they affect ability to produce a quality finished product:
    - incorrect moisture content
    - warp
    - wane
    - cupping
    - shakes
    - insect defects
    - knots
    - resin pockets
- typical work flow processes and techniques used to grade heavy structural and engineered products
- range of industry standard lengths and cross sections and applicable terminology
- range of industry standard strength and appearance grades and applicable terminology
- markings used on heavy structural and engineered products to identify grades
- typical flow of material supply in and out of the grading area
- typical industry and organisation specific storage layout and storage categories for heavy structural and engineered products
- methods to label heavy structural and engineered products for storage locations and common terms used
- purpose, features and operation of equipment used to grade heavy structural and engineered products:
    - moisture meters
    - lifting equipment for the movement of material
- organisational procedures specific to grading heavy structural and engineered products:
    - workplace health and safety with particular emphasis on equipment lock out and use of personal protective equipment
    - communication reporting lines
    - recording and reporting assessment outcomes and distribution problems.

Assessment Conditions

The following resources must be made available:

- moisture meters
- lifting equipment
- personal protective equipment suitable for grading heavy structural and engineered products
- a diverse range of heavy structural and engineered products including:
    - sleepers, crossings, mine guides, piles and cross arms for overhead lines
    - decking for wharves and bridges

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  - poles
- work order with specific instructions for grading and transferring heavy structural and engineered products to downstream processing or storage
- organisational procedures for grading heavy structural and engineered products.

Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting.

Assessor requirements

Assessors must:

- hold the appropriate assessor competency standards as outlined in regulations; and
- be able to demonstrate vocational competencies at least to the level being assessed; and
- be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and assessor competence.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPCOT3246 Test heavy structural/engineered products

Modification History

Release	Comment
1	Replaces equivalent unit FPICOT3246B Test heavy structural/engineered products, which was first released with FPI11 Forest and Forest Products Training Package Version 1. This is the first release of this unit in the new standards format.

Application

This unit of competency describes the outcomes required to test heavy structural and engineered products in line with product quality specifications. The unit includes establishing specifications and test methods, conducting and interpreting tests, and reporting findings.

The unit applies to those working in a forest and wood products factory setting.

No licensing, legislative, regulatory, or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Sawmilling and Processing

Timber Manufactured Products

Wood Panel Products

Timber Truss and Frame Design and Manufacture

Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.
1. Prepare for testing	1.1 Review and check work order.

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	1.2 Obtain type and quantity of products to be tested are acquired from the storage location. 1.3 Select equipment and check for operational effectiveness in line with manufacturer instructions. 1.4 Follow workplace procedures to plan testing.
2. Implement procedures to test heavy structural and engineered products	2.1 Select heavy structural and engineered products for testing in line with 2.2 Conduct test in line with established test methods and quality assurance procedures. 2.3 Identify testing problems are identified and resolved or report these. 2.4 Obtain test results and compare data are made against product specifications.
3. Report outcomes of test	3.1 Identify potential or existing problems that might affect product quality and make recommendations for improvement. 3.2 Record and report outcomes of testing.

Foundation Skills

This section describes those core and employment skills that are essential to performance and are not explicit in the performance criteria.	
Numeracy skills to:	• measure for testing
Reading skills to:	• read quality and product specifications

Range of Conditions

Not Applicable

Unit Mapping Information

FPICOT3246B Test heavy structural/engineered products

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPCOT3246 Test heavy structural/engineered products

Modification History

Release	Comment
1	Replaces equivalent unit FPICOT3246B Test heavy structural/engineered products, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format. Assessment requirements now specify the performance and knowledge evidence, as well as assessment conditions for this unit of competency. These sections simplify and replace components used in the previous unit format, including 'Required Skills and Knowledge, Evidence Guide and Range Statement

Performance Evidence

A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit. If a specific volume or frequency is not stated below, then evidence must be provided that the following requirements have been performed on at least one occasion:

- follow organisational and quality procedures for testing heavy structural/engineered products
- safely and efficiently collect data
- accurately interpret test results
- identify problems that may affect test results
- complete accurate records and reports.

Knowledge Evidence

A person competent in this unit must be able to demonstrate knowledge of:

- different types of products that might require testing and methods suitable for conducting those tests
- benchmarks or standards for products being tested
- issues that might affect function or suitability of structural/engineered products
- problems associated with the testing process: test accuracy; sample quality; faulty material; defects
- testing methods for modulus of elasticity, surface hardness, modulus of rupture, sheer strength and compression strength
- types of tools and equipment used for testing heavy structural/engineered products and maintenance [procedures for those tools and equipment]

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- criteria for recycling, re-using, repairing or disposing of faulty products
- procedures for recording and reporting workplace information.

Assessment Conditions

The following resources must be made available:

- heavy structural/engineered products for testing
- equipment necessary for testing
- relevant personnel for the purposes of communicating information
- documents, spreadsheets and commonly used proforma documents
- personal protective equipment required for testing heavy structural/engineered products.

Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting.

Assessor requirements

Assessors must:

- hold the appropriate assessor competency standards as outlined in regulations; and
- be able to demonstrate vocational competencies at least to the level being assessed; and
- be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and assessor competence.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPCOT3248 Dry timber in solar assisted kilns

Modification History

Release	Comment
1	Replaces equivalent unit FPICOT3248A Dry timber in solar assisted kilns, which was first released with FPI05 Forest and Forest Products Training Package Version 2.2 This is the first release of this unit in the new standards format.

Application

This unit of competency describes the outcomes required to dry timber in solar assisted kilns, to appropriate moisture contents and stress levels. It covers hardwood and softwood and includes evaluation of energy savings and principles of sustainability.

The unit applies to those working in a range of technical roles in the forestry and forest products industry.

No licensing, legislative, regulatory, or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Sawmilling and Processing

Timber Manufactured Products

Timber Merchandising

Wood Panel Products

Timber Truss and Frame Design and Manufacture

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the	*Performance criteria describe the performance needed to*

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ELEMENTS *essential outcomes.*	**PERFORMANCE CRITERIA** *demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.*
1. Prepare for drying	1.1 Review and check work order. 1.2 Obtains type and quantity of timber to be dried from the conversion process. 1.3 Visually assess racks to be dried for consistent drying characteristics. 1.4 Select equipment required for the work requirements and check for operational effectiveness. 1.5 Select oven sections and sample boards, cut according to standard operating procedures and measure moisture content. 1.6 Plan drying process according to organisational procedures.
2. Load kiln and control kiln conditions	2.1 Conduct pre start-up checks according to manufacturer's instructions. 2.2 Follow emergency shutdown procedures in the case of alarm being triggered 2.3 Load kiln with racks selected for processing complete records of loading. 2.4 Position baffles and/or blankets according to standard operating procedures.
3. Monitor kiln conditions	3.1 Monitor and measure moisture content and review results against drying plan and initial measurement. 3.2 Check and adjust kiln control settings to ensure drying schedules are met. 3.3 Monitor kiln charge for drying degrade and assess the need for reconditioning or high humidity treatment.
4. Check timber quality on completion of drying	4.1 Identify drying end point and make kiln safe for entry. 4.2 Open kiln and check moisture content of processed timber. 4.3 Prepare drying stress samples and measure for specified use 4.4 Rectify unsuitable drying stresses within site procedures. 4.5 Visually assess drying quality, identify sub-standard material and direct for re-use according to site and environmental procedures.
5. Unload kiln and move or store timber	5.1 Remove moisture probes and baffles and/or blankets from timber. 5.2 Direct timber to storage or processing operations and check that

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ELEMENTS	PERFORMANCE CRITERIA
	packs are labelled in line with site requirements 5.3 Clean work area according to site requirements. 5.4 Complete records and reports for appropriate personnel.

Foundation Skills

This section describes those core and employment skills that are essential to performance and are not explicit in the performance criteria.	
Numeracy skills to:	• measure and tally timber size and volumes • apply and re-arrange algebraic formulae • measure and convert metric units of weight, size, volume, heat and energy
Oral communication skills to:	• communicate operating issues to supervisors and co-workers
Reading skills to:	• locate and interpret timber drying schedules

Range of Conditions

Not Applicable

Unit Mapping Information

FPICOT3248A Dry timber in solar assisted kilns

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPCOT3248 Dry timber in solar assisted kilns

Modification History

Release	Comment
2.0	Replaces equivalent FPICOT3248A Dry timber in solar assisted kilns, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format. Assessment requirements now specify the performance and knowledge evidence, as well as assessment conditions for this unit of competency. These sections simplify and replace components used in the previous unit format, including 'Required Skills and Knowledge, Evidence Guide and Range Statement.

Performance Evidence

A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit. If a specific volume or frequency is not stated below, then evidence must be provided that the following requirements have been performed on at least one occasion:

- follow organisational procedures to safely and efficiently dry timber in solar assisted kilns
- dry timber to appropriate moisture contents and stress levels
- operate and monitor a solar assisted kiln, and make necessary adjustments in the course of the drying process
- measure the amount of moisture content of timber or timber products during and after kiln drying
- keep degrade to a minimum when drying timber
- manage the safe movement of timber throughout all stages of the drying process
- produce accurate reports and records of the drying process.

Knowledge Evidence

A person competent in this unit must be able to demonstrate knowledge of:

- organisational procedures for drying timber
- energy efficiency and savings obtained from various types of solar kilns
- types of tools and equipment and procedures for their safe use, operation and maintenance in the course of drying timber in the solar assisted kilns

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- species identification for timbers
- drying techniques including development and relief of drying stresses
- identification of drying degrade including surface checks, internal checks, end splits, collapse, excessive distortion, bow, spring, twist, cup and case hardening
- procedures for the operation of solar assisted kilns
- the anticipated process the timber will undergo to remove moisture to target moisture content including air drying, sheltered air drying, pre-drying, reconditioning, high humidity treatments, final kiln drying, equalising, conditioning
- types of timber degrades and how they develop
- wood-water relationships in the drying process
- methods of visual inspection
- characteristics of timber including native timber species, imported timber species and preservative treated timber
- quality and distribution processes
- storage systems and labelling.

Assessment Conditions

The following resources must be made available:

- solar assisted kiln
- timber for drying
- personal and protective equipment required for drying timber in solar assisted kilns.

Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting.

Assessor requirements

Assessors must:

- hold the appropriate assessor competency standards as outlined in regulations; and
- be able to demonstrate vocational competencies at least to the level being assessed; and
- be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and assessor competence.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPCOT3249 Select timber preservation techniques

Modification History

Release	Comment
1	Replaces equivalent unit FPICOT3249A Select timber preservation techniques, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format.

Application

This unit of competency describes the outcomes required to select timber preservation techniques taking into account the principles of environmental suitability and sustainability.

The unit applies to those working in technical roles in the forestry and forest products industry.

No licensing, legislative, regulatory, or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Sawmilling and Processing

Timber Manufactured Products

Timber Merchandising

Wood Panel Products

Timber Truss and Frame Design and Manufacture

Elements and Performance Criteria

ELEMENTS *Elements describe the essential outcomes.*	**PERFORMANCE CRITERIA** *Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of*

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ELEMENTS	PERFORMANCE CRITERIA *conditions.*
1. Determine preservation requirements for timber	1.1 Identify service requirements for preservation of timber. 1.2 Identify required chemical retention rates and calculate suitable solution strengths. 1.3 Identify penetration pattern of timber for treatment.
2. Decide on appropriate preservation technique/s for timber	2.1 Investigate options for preservation techniques for job requirements and their environmental impact. 2.2 Review and compare options for suitability and value. 2.3 Select most appropriate preservation technique. 2.4 Identify and follow water management procedures. 2.5 Develop contingency management plans. 2.6 Implement quality assurance procedures for preserving timber. 2.7 Implement environmental monitoring procedures.

Foundation Skills

This section describes those core and employment skills that are essential to performance and are not explicit in the performance criteria.
• calculate chemical solution strengths, timber and fluid volumes; measure chemical salt retention rates.

Range of Conditions

Not Applicable

Unit Mapping Information

FPICOT3249A Select timber preservation techniques

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPCOT3249 Select timber preservation techniques

Modification History

Release	Comment
1	Replaces equivalent unit FPICOT3249A Select timber preservation techniques, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format. Assessment requirements now specify the performance and knowledge evidence, as well as assessment conditions for this unit of competency. These sections simplify and replace components used in the previous unit format, including 'Required Skills and Knowledge, Evidence Guide and Range Statement

Performance Evidence

A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit. If a specific volume or frequency is not stated below, then evidence must be provided that the following requirements have been performed on at least one occasion:

- follow organisational procedures for selecting timber preservation techniques
- select the most suitable preservation technique for different types of timber considering chemical retention rates and preservation patterns.

Knowledge Evidence

A person competent in this unit must be able to demonstrate knowledge of:

- organisational procedures for preserving timber and selecting timber preservation techniques
- environmental risks and hazards associated with different preservation techniques
- timber preservation chemicals and their safe use and storage
- timber preservation techniques including:
  - full cell (Bethel) process
  - empty cell process
  - rueping process
  - double treatment

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  - boultonising
- Australian Standards for timber preservation and market requirements, particularly Australian Standard (AS) 1604.1-2010 Specification for preservative treatment - Sawn and round timber and in Queensland, the Queensland Timber Utilisation and Marketing Act
  - service requirements including:
  - treated timber hazard ratings
  - marine borer hazard ratings
  - timber durability ratings
- chemical retention rate/s including the amount of preservative retained in a piece of timber after treatment and fixation have taken place, and must be expressed as either weight for volume or weight for weight.
- preservation patterns including the distribution of preservative within the cross section of a treated piece of timber.
- water management procedures including consideration of:
  - ground water monitoring
  - bund storages
  - contaminated water containment
  - contaminated water reuse
  - drip pads
- contingency plans including consideration of:
  - chemical handling and spill procedures
  - groundwater leakage procedures
  - fire suppression procedures
  - emergency evacuation procedures
- environmental monitoring procedures including monitoring of:
  - groundwater
  - chemical disposal
  - residue disposal
  - dust
  - noise
- types of tools and equipment, used for timber preservation and their safe use and maintenance.

Assessment Conditions

The following resources must be made available:

- organisational policies and procedures for selecting timber preservation techniques
- examples of preservatives and end uses from which candidates must select appropriate chemicals and techniques.

Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting.

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Assessor requirements

Assessors must:

- hold the appropriate assessor competency standards as outlined in regulations; and
- be able to demonstrate vocational competencies at least to the level being assessed; and
- be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and assessor competence.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPCOT3253 Convert timber residue into products for further use

Modification History

Release	Comment
1	Replaces equivalent unit FPICOT3253A Convert timber residue into products for further use, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format.

Application

This unit of competency describes the outcomes required to convert timber residue from a process into products designed for further use.

The unit applies to Engineered Timber Products Technician, Production Technician, Machine Operator, Timber Fabricator.

No licensing, legislative, regulatory, or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Harvesting and Haulage

Sawmilling and Processing

Timber Manufactured Products

Timber Merchandising

Elements and Performance Criteria

ELEMENTS	**PERFORMANCE CRITERIA**
Elements describe the	*Performance criteria describe the performance needed to*

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ELEMENTS *essential outcomes.*	**PERFORMANCE CRITERIA** *demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.*
1. Prepare for residue conversion processing operation	1.1 Identify timber residue product outcome and determine conversion process. 1.2 Review work order and confirm with appropriate staff. 1.3 Assess timber residue in line with conversion process requirements. 1.4 Select equipment for work requirements and check for operational effectiveness. 1.5 Transfer and store timber residue in line with material handling specifications and chain of custody priorities.
2. Undertake conversion process	2.1 Confirm product specifications and quality standards, and set plant and equipment to ensure outputs are compliant. 2.2 Establish and maintain communication with others on site to ensure safety. 2.3 Operate plant and equipment in line with safety standards, environmental requirements and residue output obligations and specifications. 2.4 Monitor process, ensuring inputs and outputs are compliant with product specifications. 2.5 Monitor, contain and dispose of waste in line with environmental and organisational protocols. 2.6 Inspect products to ensure they meet work order. 2.7 Transfer and store products in line with material handling specifications and chain of custody priorities.
3. Record outputs	3.1 Tally and record product volumes and any associated additives required, for conversion to a marketable product. 3.2 Record and report outputs for quality control and certification. 3.3 Report variations to output in line with organisational requirements.

Foundation Skills

This section describes those core and employment skills that are essential to performance and are not explicit in the performance criteria.

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Numeracy skills to:	• tally and record product volumes
Oral communication skills to:	• ask open and closed probe questions and actively listen to clarify contents of work orders.

Reading skills to:	• interpret:
	  • workplace health and safety and other organisational procedures
	  • work orders
	  • manufacturers' instructions and maintenance recommendations.

Writing skills to:	• complete accurate basic records for production outcomes, equipment faults and maintenance requirements.
Problem solving skills to:	• identify problems and faults with equipment and demonstrate appropriate responses.
Planning and organising skills to:	• efficiently and logically sequence the stages of preparation and production using work order to guide activities.

Range of Conditions

Not Applicable

Unit Mapping Information

FPICOT3253A Convert timber residue into products for further use

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPCOT3253 Convert timber residue into products for further use

Modification History

Release	Comment
1	Replaces equivalent unit FPICOT3253A Convert timber into products for further use, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format. Assessment requirements now specify the performance and knowledge evidence, as well as assessment conditions for this unit of competency. These sections simplify and replace components used in the previous unit format, including Required Skills and Knowledge, Evidence Guide and Range Statement

Performance Evidence

A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit. If a specific volume or frequency is not stated below, then evidence must be provided that the following requirements have been performed on at least one occasion:

- safely and effectively convert timber residue into products for further use
- follow organisational policies and procedures for converting timber residue
- read work order to establish conversion process requirements
- convert timber residue into marketable products in line with product specifications and environmental requirements
- monitor, contain and dispose of waste in line with environmental and organisational protocols
- transfer and store timber residue and products in line with chain of custody priorities
- report and record information about the conversion process.

Knowledge Evidence

A person competent in this unit must be able to demonstrate knowledge of:

- product grading and assessment techniques
- characteristics of wood chips and stock levels
- chip production process
- timber production processes
- storage systems and labelling

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- alternative products for timber residue
- established communication channels and protocols
- typical tools and equipment used to convert timber products, and procedures for their safe use and maintenance including
  - processing plant
  - hand tools
  - transfer systems
  - chippers
  - washing plants
  - aggregate sorters
- procedures for the recording, reporting and maintenance of workplace information
- environmental protection requirements, including the safe disposal of waste material (including preservative treated timber), the safe use and storage of chemicals and the cleaning of plant, tools and equipment
- organisational and site standards, policies and procedures for grading and handling wood and timber residue
- environmental risks and hazards.

Assessment Conditions

The following resources must be made available:

- timber residue to be converted
- conversion tools and equipment
- workplace requirements and site standards for converting timber residue into products for further use.

Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting.

Assessor requirements

Assessors must:

- hold the appropriate assessor competency standards as outlined in regulations; and
- be able to demonstrate vocational competencies at least to the level being assessed; and
- be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and assessor competence.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPCOT3255 Apply silvicultural principles

Modification History

Release	Comments
Release 2	This version released with FWP Forest and Wood Products Training Package Version 3.0.
Release 1	This version released with FWP Forest and Wood Products Training Package Version 2.0.

Application

This unit of competency describes the outcomes required to access, interpret and apply sustainable silvicultural principles to forests. It applies to those who identify target species, and who select and maintain merchantable trees for forest operations.

The unit applies to Forestry technician, Nursery technician, Supervisor (Forestry operations), Tree planter, Silviculturist, Arboriculture technician

No licensing, legislative, regulatory, or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Forest Growing and Management

Harvesting and Haulage

Elements and Performance Criteria

ELEMENTS *Elements describe the essential outcomes.*	**PERFORMANCE CRITERIA** *Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.*
1. Prepare for silvicultural work	1.1 Identify and review information on regulatory requirements for sustainable forest operations for various forest types.

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ELEMENTS	PERFORMANCE CRITERIA
	1.2 Identify and interpret key principles and requirements that inform sustainable silvicultural methods and techniques. 1.3 Identify target species in line with approved forest operational plan and organisational procedures. 1.4 Review work order and identify and clarify sustainable forest requirements.
2. Assess forest condition	2.1 Select and use appropriate techniques and tools to measure tree and stand height. 2.2 Calculate basal area and assess tree dominance and crown vigour using an approved industry process. 2.3 Determine and record standing tree defects. 2.4 Identify and mark merchantable trees in line with organisational procedures.
3. Implement silvicultural practices	3.1 Calculate and apply tree retention and stocking criteria according to operational plan. 3.2 Select appropriate silvicultural methods and techniques to meet environmental and production requirements. 3.3 Identify situations requiring specialist advice and seek assistance.
4. Monitor work practices	4.1 Monitor and maintain sustainable forest practices. 4.2 Monitor and adjust work practices to meet changing conditions. 4.3 Identify and report non-compliant work practices to appropriate personnel. 4.4 Identify improved work practices and recommend improvements to silvicultural operations.
5. Maintain records	5.1 Revise and update forest operational plan and organisational procedures as required. 5.2 Record and report silvicultural activities to appropriate personnel.

Foundation Skills

This section describes those core and employment skills that are essential to performance and are not explicit in the performance criteria.	
Numeracy skills to:	• determine forest growth in terms of number of trees per hectare, height, girth, basal area.

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Oral communication skills to:	• work effectively with others.
Reading skills to:	• interpret regulatory requirements and workplace documentation.
Planning and organising skills to:	• identify work requirements in line with site conditions • analyse data and requirements to plan effective operations.

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
FWPCOT3255 Apply silvicultural principles Release 2	FPICOT3255 Apply silvicultural principles Release 1	Minor typographical errors corrected	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPCOT3255 Apply silvicultural principles

Modification History

Release	Comments
Release 2	This version released with FWP Forest and Wood Products Training Package Version 3.0.
Release 1	This version released with FWP Forest and Wood Products Training Package Version 2.0.

Performance Evidence

A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit. If a specific volume or frequency is not stated below, then evidence must be provided that the following requirements have been performed on at least one occasion:

- application of appropriate industry-accepted silvicultural principles including:
  - slash or harvesting residue burning
  - scarification
  - enhancement planting or supplementary planting
  - fertilisation
  - thinning
  - pruning
  - waste thinning and non-commercial thinning
  - commercial thinning
  - harvesting
  - gapping
- follow organisational policies and procedures relevant to implementing and monitoring sustainable silvicultural principles
- monitor and maintain sustainable silvicultural activities
- identify and report non-compliant work practices
- complete relevant workplace reports.

Knowledge Evidence

A person competent in this unit must be able to demonstrate knowledge of:

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- principles, policies, procedures and requirements relevant to silviculture operation including the following:
  - environment protection and biodiversity conservation
  - silviculture codes and guidelines
  - ecological sustainability
  - environmental planning and assessment
  - threatened species conservation
  - critical habitat register
  - native vegetation
  - federal, state or territory forestry legislation and local government regulations
  - native forest legislation
  - specific site environmental management plans
  - relevant codes of practice, including Safe Work Australia code of practice 'Managing Risks in Forest Operations'
  - water catchment management
  - surface and ground water conservation requirements
  - relevant Australian and industry standards
  - hazard reduction policy and procedures
  - reforestation codes
  - fisheries and fish passage
  - National Parks and Wildlife legislation
  - good neighbour policies
  - duty of care
  - heritage and traditional landowner requirements
- environmental protection requirements and minimal impact strategies to support the implementation of silviculture practices
- growth habits of specific species under soil and environmental conditions
- regeneration requirements of plant species being managed
- soil conservation and erosion mitigation techniques and their advantages and disadvantages for specific sites and habitats
- the conditions that can alter or change and therefore require different silvicultural practices to protect the environment, including:
  - recently declared or potentially rare and endangered species identified
  - unexpected flora or fauna encountered
  - new or potential habitat
  - ecology or ecosystem changes
  - undergrowth and ground cover
  - canopy
  - environmental features
  - operational conditions
  - ground conditions

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  - weather conditions
  - wind
  - dust
  - smoke
  - fire
  - cultural sensitivity
  - forest type
  - land tenure
  - quality of roads and tracks
- effective communication procedures and protocols
- procedures for recording and reporting workplace activity.

Assessment Conditions

The following resources must be made available:

- forest operations site
- workplace requirements and site standards for applying silvicultural principles
- resources outlining the principles, policies, procedures and requirements for applying silvicultural principles
- relevant personnel for the purposes of communicating information

Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting.

Assessor requirements

Assessors must:

- hold the appropriate assessor competency standards as outlined in regulations; and
- be able to demonstrate vocational competencies at least to the level being assessed; and
- be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and assessor competence.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPCOT3257 Follow cultural heritage requirements

Modification History

Release	Comment
1	Replaces equivalent FPICOT3257 Follow cultural heritage requirements, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format.

Application

This unit of competency describes the outcomes required to identify and protect indigenous, historical and natural heritage sites in line with relevant legislation.

The unit applies to those who identify cultural heritage sites, apply protective measures, and monitor work practices with the aim of improving cultural heritage awareness and care in a variety of work settings, including a forest or private native forest, horticultural, domestic, local council or emergency services environment.

The unit applies to Forestry Worker, Harvesting Technician, Machine Operator.

No licensing, legislative, regulatory, or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Forest Growing and Management

Harvesting and Haulage

Elements and Performance Criteria

ELEMENTS *Elements describe the essential outcomes.*	PERFORMANCE CRITERIA *Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.*

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ELEMENTS	PERFORMANCE CRITERIA
1. Access and interpret cultural heritage requirements	1.1 Identify and review information relevant to recognising and following cultural heritage protection, maintenance and recording. 1.2 Identify and interpret key principles and requirements that apply to cultural heritage protection and preservation. 1.3 Identify partnership arrangements and relationships with appropriate government departments, agencies and other relevant community organisations. 1.4 Identify indigenous, historical and natural heritage sites and/or objects in the forest operational plan and maps.
2. Apply cultural heritage requirements	2.1 Review work order and identify and clarify the potential impact on cultural heritage with appropriate personnel. 2.2 Locate and identify indigenous, historical and natural heritage sites and/or objects in the field. 2.3 Assess and report risks and hazards to cultural heritage sites. 2.4 Apply relevant requirements for the selection and use of protection zones, signage, field markings and equipment. 2.5 Carry out cultural heritage protection measures in line with legal requirements. 2.6 Identify situations requiring specialist advice and seek assistance.
3. Monitor work practices	3.1 Monitor and adjust work practices to meet changing conditions. 3.2 Monitor and maintain cultural heritage protection measures. 3.3 Identify and report non-compliant work practices to appropriate personnel. 3.4 Identify improved work practices and make recommendations for improvements.
4. Maintain records	4.1 Revise and update forest operational plans. 4.2 Record and report work activity in line with organisational requirements.

Foundation Skills

This section describes those core and employment skills that are essential to performance and are not explicit in the performance criteria.

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Oral communication skills to:	• work effectively with others in following and maintaining cultural heritage requirements • identify situations requiring specialist advice
Reading skills to:	• interpret: • cultural heritage legislation
Writing skills to:	• revise and update forest operational plans
Problem solving skills to:	• identify non-compliant work practices
Planning and organising skills to:	• monitor and adjust work practices

Range of Conditions

Not Applicable

Unit Mapping Information

FPICOT3257 Follow cultural heritage requirements

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPCOT3257 Follow cultural heritage requirements

Modification History

Release	Comment
1	Replaces equivalent unit FPICOT3257 Follow cultural heritage requirements, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format. Assessment requirements now specify the performance and knowledge evidence, as well as assessment conditions for this unit of competency. These sections simplify and replace components used in the previous unit format, including Required Skills and Knowledge, Evidence Guide and Range Statement

Performance Evidence

A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit. If a specific volume or frequency is not stated below, then evidence must be provided that the following requirements have been performed on at least one occasion:

- safely and effectively follow cultural heritage requirements
- follow regulatory requirements and codes of practice relevant to implementing cultural heritage protection principles
- follow organisational policies and procedures for implementing and monitoring cultural heritage protection principles
- monitor and maintain cultural heritage protection procedures
- identify and report non-compliant work practices
- complete relevant workplace reports.

Knowledge Evidence

A person competent in this unit must be able to demonstrate knowledge of:

- regulations, standards, codes of practice and established safe practices relevant to the processes for implementing and monitoring cultural heritage protection procedures including those related to:

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  - Commonwealth, state or territory and local departments, authorities, commissions or offices responsible for and administering cultural heritage legislation, codes, guidelines and policy and procedures
  - Indigenous affairs and culture
  - heritage and history
  - environment
  - sustainability
  - forestry
  - parks and wildlife
  - water
- organisational and site standards, requirements, policies and procedures associated with cultural heritage protection
- the importance of indigenous, historical and natural heritage conservation including:
- any place or object of significance to indigenous people because of their traditions, observances, lore, customs, beliefs and history including:
  - sacred sites
  - ceremonial sites
  - burial sites
  - rock art and engravings
  - ochre pits
  - scatter sites
  - scarred or carved trees
  - stone arrangements or bora rings
  - stone tool manufacture and grinding sites
  - artefacts
  - massacre sites
- Historical heritage aspects including the legacy of physical artefacts inherited from past generations, maintained in the present and bestowed for the benefit of future generations including:
  - buildings
  - constructions
  - mining ruins
  - roadways
  - landscape features, including:
  - convict markings or carvings
  - blazed trees
  - historic locations and sites
  - monuments
  - historic artefacts and objects
- Natural heritage knowledge of outstanding physical, biological and geological features including:

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  - physiological feature
  - paleontological feature
  - biological formation
  - habitat of protected, rare or endangered species
  - specific species management area
  - scientific site
  - educational significant site
  - spiritual site
  - nature reserve
  - wilderness area
- procedures for preventing harm to cultural heritage sites and objects including protection zone requirements
- established communication channels and protocols
- procedures for recording and reporting workplace activity.

Assessment Conditions

The following resources must be made available:

- legislation relating to cultural heritage principles
- forest operation site
- organisational policies and procedures relevant to following cultural heritage principles.

Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting.

Assessor requirements

Assessors must:

- hold the appropriate assessor competency standards as outlined in regulations; and
- be able to demonstrate vocational competencies at least to the level being assessed; and
- be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and assessor competence.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPCOT3259 Operate a four wheel drive on unsealed roads

Modification History

Release	Comment
1	Replaces equivalent unit FPICOT3259 Operate a four wheel drive on unsealed roads, which was first released with FPI11 Forest and Forest Products Training Package Version 1.0. This is the first release of this unit in the new standards format.

Application

This unit of competency describes the outcomes required to safely operate a four wheel drive (4x4) vehicle on unsealed roads.

The unit applies to operating a 4x4 vehicle in a variety of work settings with different terrains.

Licensing, legislative, regulatory, or certification requirements apply to this unit in some states and territories at the time of publication, and may differ according to jurisdiction.

Pre-requisite Unit

Nil

Unit Sector

Forest Growing and Management

Harvesting and Haulage

Sawmilling and Processing

Timber Manufactured Products

Elements and Performance Criteria

ELEMENTS *Elements describe the essential outcomes.*	**PERFORMANCE CRITERIA** *Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.*
1. Identify four-wheel	1.1 Access, interpret and apply information relevant to

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ELEMENTS	PERFORMANCE CRITERIA
drive specific terms and terminology	operating a four-wheel drive vehicle on unsealed roads. 1.2 Identify the structural and handling differences between a conventional two-wheel drive vehicle and a four-wheel drive vehicle. 1.3 Identify four-wheel drive techniques.
2. Conduct checks of 4x4 vehicle and equipment	2.1 Perform pre-start checks. 2.2 Secure loads in line with organisational, workplace safety and environmental requirements. 2.3 Select suitable navigation aids where necessary. 2.4 Advise passengers of any special safety precautions to be taken when traversing rough terrain. 2.5 Check that tyre pressure is suitable for terrain and that it is changed as required in line with organisational procedures. 2.6 Select and access maintenance equipment prior to departure after considering the contextual issues.
3. Prepare for 4x4 operations	3.1 Identify and follow work health and safety (WHS), environmental, and organisational requirements relevant to operating a 4x4 vehicle. 3.2 Determine type of operation and ensure safe operating conditions. 3.3 Establish communication with others and choose the required safety mechanisms in line with organisational requirements.
4. Operate 4x4 vehicle on unsealed terrain types	4.1 Continually monitor the track to identify hazards, assess risks, and select the best route in line with WHS and environmental requirements. 4.2 Identify situations where the engagement of four-wheel drive is required and engage front hubs or centre differential lock where fitted. 4.3 Use appropriate range, gear, speed, driving and braking technique to negotiate a range of terrain types while maintaining control of vehicle at all times. 4.4 Check brakes and undercarriage after negotiating varying terrain. 4.5 Park and shut down 4x4 vehicle in line with manufacturer specifications and organisational requirements.
5. Operate 4x4 vehicle on	5.1 Inspect intended 4x4 vehicle path prior to negotiation of slope.

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ELEMENTS	PERFORMANCE CRITERIA
a steep slope	5.2 Use appropriate range, gear, speed, driving and braking technique to negotiate a steep slope, while maintaining control of vehicle. 5.3 Use control braking to ascend and descend, and avoid skidding. 5.4 Maintain traction in line with requirements of 4x4 vehicle. 5.5 Apply appropriate automatic and manual techniques when 4x4 vehicle cannot proceed any further on a steep slope due to traction problems.
6. Perform maintenance and minor repairs on 4x4 vehicles	6.1 Perform operational maintenance and minor repairs as detailed in the vehicle operator manual and report vehicle defects to the appropriate person. 6.2 Demonstrate safe use of a jack to support a 4x4 vehicle while changing a tyre under relevant road terrains and conditions within the operating environment 6.3 Clean and store 4x4 vehicle and equipment after use in line with manufacturer specifications and organisational procedures. 6.4 Document maintenance and minor repairs in line with organisational procedures.

Foundation Skills

This section describes those core and employment skills that are essential to performance and are not explicit in the performance criteria.	
Numeracy skills to:	• correctly adjust tyre pressure and follow operating instructions on instruments for checking, repairing and operating a four wheel drive vehicle • estimate the impact of shape of terrain on driving conditions • estimate time of a journey, water depth and fuel consumption.
Reading skills to:	• follow instructions in safety and equipment manuals when checking and operating four wheel drive vehicle • interpret diagrams on equipment or in operational manuals.
Problem solving skills to:	• identify problems and equipment faults in four wheel drive vehicles and demonstrate appropriate response procedures • identify potential hazards and operational faults when driving four wheel drive vehicles and demonstrate appropriate response procedures • demonstrate appropriate response procedures to driving conditions when driving four wheel drive vehicles.

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Range of Conditions

Not Applicable

Unit Mapping Information

FPICOT3259 Operate a four wheel drive on unsealed roads

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPCOT3259 Operate a four wheel drive on unsealed roads

Modification History

Release	Comment
1	Replaces equivalent unit FPICOT3259 Operate a four wheel drive on unsealed roads, which was first released with FPI11 Forest and Forest Products Training Package version 1.0. This is the first release of this unit in the new standards format. Assessment requirements now specify the performance and knowledge evidence, as well as assessment conditions for this unit of competency. These sections simplify and replace components used in the previous unit format, including 'Required Skills and Knowledge, Evidence Guide and Range Statement'.

Performance Evidence

A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit. If a specific volume or frequency is not stated below, then evidence must be provided that the following requirements have been performed on at least one occasion:

- follow applicable workplace safety, environmental and regulatory requirements and codes of practice relevant to operating a 4x4 vehicle
- follow organisational policies and procedures relevant to operating a 4x4 vehicle, including:
  - own work role and responsibilities
  - procedural manuals
  - quality and continuous improvement
  - WHS, emergency and evacuation procedures
  - recording and reporting requirements
  - equipment use, maintenance and storage requirements
  - environmental management requirements
- communicate and work safely with others in rough terrain when operating a 4x4 vehicle
- perform pre-start checks of vehicle and equipment suitable to different terrains by checking loads and tyre pressure, selecting navigation aids and advising passengers of safety precautions
- operate safely, a 4x4 vehicle, on unsealed road conditions and different terrain types, including negotiating steep slopes, by identifying hazards and assessing risks
- use appropriate range, gear, speed, driving and braking techniques safely when operating a 4x4 vehicle on a steep slope

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- demonstrate safe use of a jack to support a 4x4 vehicle while changing a tyre under relevant road terrains and conditions within the operating environment
- park and shut down 4x4 vehicle in line with ***manufacturer specifications*** and organisational requirements
- perform and document operational maintenance as permitted by vehicle operator handbook.

Knowledge Evidence

A person competent in this unit must be able to demonstrate knowledge of:

- four wheel drive operational information
- structural differences between conventional two wheel drive and a four wheel drive including:
  - recovery hooks and mounting features
  - purpose and use of front wheel hubs
  - factors affecting tyre size, fitment, rating and pressure
- applicable regulations, standards, codes of practice and established safe practices relevant to the operating a 4x4 vehicle
- road rules, regulations, permit and licence requirements of the relevant state or territory
- environmental protection requirements including the safe disposal of waste material
- prestart checks for 4 x 4 vehicle on:
  - fuel, either diesel, gas or petrol
  - water
  - oil
  - brake and transmission fluid levels
  - battery water levels and electrolyte checks
  - tyres
  - belts
  - leads
  - hydraulic lines and connections
  - air cleaners
  - brakes
  - off-road safety equipment
  - traction devices
- Types of communication equipment including:
  - personal location beacon (PLB)
  - flares
  - markers
  - phone
  - radio
  - V-Sheet

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- safe operating conditions for a 4 X 4 vehicle
  - interpreting weather conditions to determine suitability for driving
  - determining food, water, PPE (sunglasses, high-visibility vest, etc.) and clothing requirements for journey
  - selecting routes to minimise damage to the environment
  - on and off-road conditions
  - traffic pattern and density
  - visibility
  - loading of four-wheel drive, including techniques to reduce overloading
- types of environmental risks and hazards associated with operating a 4x4 vehicle on unsealed roads including:
  - rocks and other unexpected obstacles
  - damage to vehicle
  - tidal influences
  - fire in vehicle
  - faulty brakes
  - leaking fuel
  - faulty steering mechanism on vehicle
  - animals and objects in vehicle path
  - crocodiles and snakes in some areas
  - windy or foggy sections of terrain
  - steep slopes
  - side slopes
  - slippery surfaces
  - land slides
  - overhead tree limbs
  - black ice
  - towing trailers
  - other vehicles
  - fallen trees, limbs and logs
  - icy terrain
  - flooded terrain
  - oil on road
  - parked vehicles on road
  - pedestrians on or near the road
  - poor visibility
- 4x4 driving techniques in different terrains including:
  - smooth
  - rough
  - uneven

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  - slippery
  - wet
  - boggy
  - sandy
  - steep or hilly
  - rock
  - icy
  - snow
  - mud, including:
    - brown clay
    - black silt
    - salt pan mud
    - red
  - hard ground
  - water
- operational knowledge of a 4x4 vehicle, including controls, instruments, indicators and their use
- tyre management principles for checking, changing and maintenance
- workplace communication channels and protocols
- techniques for travelling in convoy
- problem identification and resolution strategies, and common fault-finding techniques relevant to safely operating a four wheel drive vehicle
- types of tools and equipment relating to a 4x4 vehicle, and procedures for their safe use and maintenance
- maintenance equipment including spares and fluids
- procedures for recording and reporting workplace information.

Assessment Conditions

The following resources must be made available:

- workplace location or simulated workplace offering conditions including different terrain on unsealed roads and steep slopes
- materials and equipment relevant to undertaking work applicable to this unit, including manual or automatic four-wheel drive or all-wheel drive
- specifications and work instructions relevant to workplace requirements and the safe operation of four wheel drive vehicles
- personal protective equipment required for operating a four wheel drive on unsealed roads
- relevant personnel for the purposes of communicating information.

Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting.

Assessor requirements

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Assessors must:

- hold the appropriate assessor competency standards as outlined in regulations; and
- be able to demonstrate vocational competencies at least to the level being assessed; and
- be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and assessor competence.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPCOT3260 Recover four wheel drive vehicles

Modification History

Release	Comment
1	Replaces equivalent unit FPICOT3260 Recover four wheel drive vehicles, which was first released with FPI11 Forest and Forest Products Training Package Version 2. This is the first release of this unit in the new standards format.

Application

This unit of competency describes the outcomes required to use recovery equipment and advanced skills to recover four-wheel drive (4x4) vehicles in difficult terrain conditions.

The unit applies to those who recover 4x4 vehicles in a variety of work settings.

No licensing, legislative, regulatory, or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Forest Growing and Management

Harvesting and Haulage

Sawmilling and Processing

Elements and Performance Criteria

ELEMENTS *Elements describe the essential outcomes.*	**PERFORMANCE CRITERIA** *Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.*
1. Plan 4x4 recovery	1.1 Survey site to identify hazards, assess risks and select suitable strategy.

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ELEMENTS	PERFORMANCE CRITERIA
	1.2 Select personal protective equipment appropriate to type of recovery operation. 1.3 Inform appropriate personnel of location. 1.4 Determine potential environmental impact of recovery.
2. Apply safe recovery method	2.1 Establish and maintain communications with appropriate personnel during recovery operations. 2.2 Determine recovery method based on the terrain conditions and circumstances. 2.3 Consider operating variables, define danger zone and apply strategies to reduce risk and environmental impact during recovery. 2.4 Determine the recovery equipment required and its availability. 2.5 Set up an exclusion zone. 2.6 Repair environmental damage where possible.
3. Use vehicle recovery equipment safely	3.1 Identify hazards and position recovery equipment safely. 3.2 Use safe operating procedures while using recovery equipment. 3.3 Use rated recovery equipment within limitations and capabilities.
4. Maintain vehicle recovery equipment	4.1 Carry out maintenance on recovery equipment. 4.2 Document equipment maintenance according to organisational procedures.

Foundation Skills

This section describes those core and employment skills that are essential to performance and are not explicit in the performance criteria.	
Problem solving skills to:	• consider and determine recovery options.

Range of Conditions

Not Applicable

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Unit Mapping Information

FPICOT3260 Recover four-wheel drive vehicles

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPCOT3260 Recover four wheel drive vehicles

Modification History

Release	Comment
1	Replaces equivalent unit FWPCOT3260 Recover four wheel drive operations, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format. Assessment requirements now specify the performance and knowledge evidence, as well as assessment conditions for this unit of competency. These sections simplify and replace components used in the previous unit format, including 'Required Skills and Knowledge, Evidence Guide and Range Statement

Performance Evidence

A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit. If a specific volume or frequency is not stated below, then evidence must be provided that the following requirements have been performed on at least one occasion:

- safely and effectively recover a four wheel drive from varied situations
- use a winch and a snatch block (2:1) in difficult terrain, using ground anchor points for both hard ground and soft sand
- use one or more types of recovery equipment in a safe and efficient manner including devices and techniques for:
    - lifting
    - winching/towing
    - traction
    - support
    - protection
- demonstrate one or more pulling techniques including:
    - complex and multi-line
    - straight pull
    - double pull
    - starting vehicle
    - taking towed object to a location
    - using a winch

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- communicate effectively and follow safe work practices
- use and maintain relevant tools, machinery and equipment.

Knowledge Evidence

A person competent in this unit must be able to demonstrate knowledge of:

- organisational policies and procedures, codes of practice and established safe practices for recovering a 4x4 vehicle
- techniques for using jacks and other recovery equipment
- factors affecting choice of recovery equipment and mode of recovery
- issues to consider when defining danger zones
- effect of suction on vehicles to identify mass weight needed for cable and winch capacity
- hazards and safety issues associated with the use of jacks and recovery equipment
- environmental impacts of 4x4 operation
- established communication protocols
- typical tools and equipment, and procedures for their safe use and maintenance
- procedures for reporting and recording information
- environmental protection requirements, including the safe disposal of waste material
- environmental risks and hazards relevant to recovering 4x4 vehicles in difficult terrain conditions.
-

Assessment Conditions

The following resources must be made available:

- four wheel drive to recover
- varied terrains and conditions from which to recover vehicle
- equipment required to recover a four wheel drive vehicle
- relevant personnel for the purposes of communicating information
- documents, spreadsheets and commonly used proforma documents
- personal protective and safety equipment required for recovering a four wheel drive vehicle.

Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting.

Assessor requirements

Assessors must:

- hold the appropriate assessor competency standards as outlined in regulations; and
- be able to demonstrate vocational competencies at least to the level being assessed; and
- be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and assessor competence.

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Links

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FWPCOT3263 Maintain and contribute to energy efficiency

Modification History

Release	Comments
Release 2	This version released with FWP Forest and Wood Products Training Package Version 3.0.
Release 1	This version released with FWP Forest and Wood Products Training Package Version 2.0.

Application

This unit of competency describes the outcomes required to maintain energy efficient work practices and contribute to systems improvement with regard to energy efficiency.

The unit applies to a wide range of roles across all industry sectors.

No licensing, legislative, regulatory, or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Pulp and Paper Manufacturing

Forest Growing and Management

Harvesting and Haulage

Sawmilling and Processing

Timber Manufactured Products

Timber Merchandising

Wood Panel Products

Timber Truss and Frame Design and Manufacture

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA

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ELEMENTS *Elements describe the essential outcomes.*	**PERFORMANCE CRITERIA** *Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.*
1. Identify requirements to maintain and contribute to energy efficiency	1.1 Identify and review requirements to maintain energy efficiency 1.2 Identify benefits relating to energy efficiency and the forest and wood products industry 1.3 Using a life-cycle analysis, compare the benefits of using forest and wood products to other building materials
2. Follow and promote energy efficient work practices	2.1 Adhere to site energy efficiency policy and procedures, including those related to recycling and waste management 2.2 Operate equipment to ensure maximum energy efficiency 2.3 Monitor own work practices to maintain energy efficiency 2.4 Promote positive aspects of the forest and wood products industry in comparison to other building materials to internal and external stakeholders
3. Contribute to systems improvement with regard to energy efficiency	3.1 Contribute to and support reviews of operations for improvements in energy efficiency 3.2 Identify opportunities for efficiencies in consumption or raw materials and progress through appropriate personnel 3.3 Identify opportunities for innovation in energy efficiency and progress through established channels.

Foundation Skills

This section describes those core and employment skills that are essential to performance and are not explicit in the performance criteria.	
Numeracy skills to:	• measure and monitor performance.
Oral communication skills to:	• escalate issues requiring attention. • communicate with colleagues about energy efficiency.
Reading skills to:	• interpret policies and procedures.
Writing skills to:	• make reports about energy efficiency.
Initiative and enterprise skills to:	• find safer and more energy efficient ways of working.

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FWPCOT3263 Maintain and contribute to energy efficiency Release 2	FWPCOT3263 Maintain and contribute to energy efficiency Release 1	Minor typographical errors corrected	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPCOT3263 Maintain and contribute to energy efficiency

Modification History

Release	Comments
Release 2	This version released with FWP Forest and Wood Products Training Package Version 3.0.
Release 1	This version released with FWP Forest and Wood Products Training Package Version 2.0.

Performance Evidence

A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit. If a specific volume or frequency is not stated below, then evidence must be provided that the following requirements have been performed on at least one occasion:

- follow organisational policies and procedures relevant to maintaining and contributing to energy efficiency
- the safe use of relevant equipment to complete work tasks while optimising energy efficiency
- participating in processes to improve energy efficiency.

Knowledge Evidence

A person competent in this unit must be able to demonstrate knowledge of:

- organisational and site standards, requirements, policies and procedures relevant to maintaining and contributing to energy efficiency
- environmental protection requirements, including the safe disposal of waste material and site recycling, recovery and waste management procedures
- workplace communication channels, protocols and procedures
- role of forests, forestry and forest products in carbon capture and storage
- role of the forest and timber products industry in minimising greenhouse emissions
- life cycle analysis of forests and forest products in comparison to other building materials.

Assessment Conditions

The following resources must be made available:

- policies and procedures relevant to energy efficiency.

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Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting.

Assessor requirements

Assessors must:

- hold the appropriate assessor competency standards as outlined in the regulations; and
- be able to demonstrate vocational competencies at least to the level being assessed; and
- be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and assessor competence.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPCOT3267 Mechanically stress-grade engineered wood panels

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 4.0.

Application

This unit of competency describes the skills and knowledge required to operate mechanical stress-graders or high-speed mechanical graders to test engineered wood panels for strength and durability in a manufacturing facility.

The unit applies to individuals who mechanically stress-grade engineered wood panels. Operators generally work under broad or limited direction to complete routine activities related to their own work and take responsibility for their work.

All work must be carried out to comply with workplace procedures, according to state/territory health and safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Sawmilling and Processing

Timber Manufactured Products

Wood Panel Products

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for stress-grading engineered wood panels	1.1 Review work order, workplace health and safety requirements, environmental protection practices and emergency procedures for mechanically stress-grading operation and, where required, check with appropriate personnel 1.2 Identify and report hazards and use personal protective equipment according to workplace requirements and health and safety legislative requirements to maintain safe work practices 1.3 Obtain the type and quantity of engineered wood panels for stress-grading from a storage location
2. Set up mechanical grading equipment	2.1 Use equipment according to workplace safety procedures, manufacturer instructions and environmental protection practices 2.2 Complete pre start-up checks on equipment to ensure operational effectiveness 2.3 Set up spray guns or branding rolls for use according to work order 2.4 Complete calibration process using verification panels, and set grade thresholds according to workplace procedures
3. Stress-grade engineered wood panels	3.1 Complete automatic grading process, monitor and adjust the material flow to machine 3.2 Monitor machinery to ensure consistent grade marking and panel appearance according to industry standards 3.3 Withdraw samples for independent testing and prepare according to testing procedures
4. Conduct operator maintenance	4.1 Lock out equipment according to workplace health and safety procedures 4.2 Check and clean photo-electric cells and reflectors according to environmental protection practices 4.3 Check and refill spray guns or branding rolls 4.4 Adjust and maintain mechanical stress-grade rollers, auto-feed and load pressure according to manufacturer recommendations 4.5 Keep stress-grading area clear of dust and debris according to workplace health and safety procedures 4.6 Record and report production outcomes, equipment faults and maintenance requirements to appropriate personnel

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Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Numeracy	• Identify quantities of engineered wood panels required within work orders, and count numbers of engineered wood panels to be graded
Navigate the world of work	• Understand main tasks, responsibilities and boundaries of own role
Interact with others	• Use modes of communication suitable for the purpose to confirm and clarify understanding
Get the work done	• Recognise and respond to routine problems

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FWPCOT3267 Mechanically stress-grade engineered wood panels	FWPCOT3229 Mechanically stress grade panels	Updated industry terminology, workplace health and safety requirements and foundation skills; clarified intent of the unit and assessment requirements; changed unit title and code for compliance and consistency with the updates.	Equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPCOT3267 Mechanically stress-grade engineered wood panels

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 4.0.

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit. There must be evidence that, on at least one occasion, the individual has:

- followed workplace health and safety requirements and environmental protection procedures for stress-grading engineered wood panels mechanically
- operated a mechanical stress-grading machine according to work orders and manufacturer recommendations to grade one or more of the following types of engineered wood panels:
  - laminated veneer
  - medium density fibreboard
  - chipboard
  - fibreboard
  - plywood
- completed operator maintenance on the mechanical stress-grading equipment.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- health and safety hazards or risks related to mechanical stress-grading of engineered wood panels as identified through risk assessments, manufacturer technical information, regulations and industry health and safety guides
- workplace procedures specific to mechanically stress-grading engineered wood panels:
  - health and safety, with particular emphasis on equipment lockout, use of personal protective equipment (PPE) and handling hazardous substances
  - use of mechanical grading equipment
  - communication reporting lines
  - recording and reporting production outcomes, equipment faults and maintenance requirements

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- environmental protection practices for timber manufacturing facility settings:
  - reducing water and energy use
  - cleaning plant, tools and equipment
  - disposing of hazardous substances
- typical flow of material supply in and out of the grading area
- typical workflow processes and techniques used to stress-grade engineered wood panels mechanically
- range of industry standard strength grades and thresholds for engineered wood panels and applicable terminology
- markings used on engineered wood panels to identify grades
- reason for independent testing of engineered wood panels and processes for sampling and preparing engineered wood panels for testing
- purpose, features and operation of equipment used to stress-grade panels mechanically:
  - mechanical stress-graders or high-speed mechanical graders
  - spray guns
  - branding rolls
  - verification panels
- methods used to:
  - calibrate equipment to grades using verification panels
  - clean and maintain mechanical stress-grading equipment.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - mechanical stress-graders or high-speed mechanical graders
  - spray guns
  - branding rolls
  - maintenance tools and equipment for mechanical stress-graders
  - verification panels
  - consumable dye
  - PPE suitable for stress-grading engineered wood panels mechanically
  - engineered wood panels suitable for mechanical stress-grading operations
- specifications:
  - manufacturer instructions for use and maintenance of mechanical grading equipment
  - work order with specific instructions for types and quantities of engineered wood panels to be graded

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- template documents for recording production outcomes, equipment faults and maintenance requirements
- workplace procedures for mechanically stress-grading engineered wood panels, including health and safety and emergency procedures and environmental protection procedures.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPCOT3268 Plane and sand engineered wood products

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 4.0.

Application

This unit of competency describes the skills and knowledge required to plane and sand the surfaces of engineered wood products in a timber manufacturing facility, optimising product thickness while retaining its integrity.

The unit applies to individuals who work as timber products technicians and production workers. Operators generally work under broad or limited direction to complete routine activities related to their own work, and take responsibility for their work.

All work must be carried out to comply with workplace procedures, according to state/territory health and safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Common Technical

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for planing and sanding engineered wood product	1.1 Review work order, workplace health and safety requirements, environmental protection practices and emergency procedures for engineered wood product dressing operation and, where required,

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	check with appropriate personnel 1.2 Identify and report hazards and use personal protective equipment according to workplace requirements and health and safety legislative requirements to maintain safe work practices 1.3 Obtain type and quantity of engineered wood product for planing and sanding from the production process
2. Plane and sand engineered wood product	2.1 Use equipment according to workplace health and safety procedures, manufacturer instructions and environmental protection practices 2.2 Complete pre start-up checks and set planing and sanding thickness and feed rate for optimal product recovery 2.3 Position material and feed at a rate appropriate to machine speed, capacity, engineered wood product thickness and condition 2.4 Plane and sand engineered wood product to specification and assess product visually throughout the process for thickness, finish quality and faults 2.5 Coordinate outfeed to ensure efficient recovery of planed and sanded material 2.6 Check dust extraction equipment regularly and clean to avoid blockages
3. Redistribute material	3.1 Grade finished engineered wood product for quality and use according to industry standards 3.2 Direct material to storage or processing operations according to workplace procedures 3.3 Dispose of sub-standard material according to environmental protection practices 3.4 Clean work area according to workplace health and safety procedures
4. Complete operator maintenance	4.1 Lock out equipment according to workplace health and safety procedures 4.2 Check planer blades and sanding belts for bluntness or damage 4.3 Remove and replace planer blades and sanding belts according to manufacturer recommendations 4.4 Keep machine area clear of dust and debris according to workplace

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	health and safety procedures 4.5 Record and report production outcomes, equipment faults and maintenance requirements to appropriate personnel

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Oral communication	• Ask open and closed probe questions and actively listen to clarify contents of work orders
Numeracy	• Identify quantities of required material within work orders, and count numbers of engineered wood products • Interpret order sizes and set up equipment to achieve correct dimensions and grades • Calculate the feed rate to optimise quality and quantity of production output
Navigate the world of work	• Understand main tasks, responsibilities and boundaries of own role
Interact with others	• Use modes of communication suitable for the purpose to confirm and clarify understanding
Get the work done	• Recognise and respond to routine problems

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FWPCOT3268 Plane and sand engineered wood products	FWPCOT3228 Plane/sand panels	Updated industry terminology, workplace health and safety requirements and foundation skills;	Equivalent unit

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		clarified intent of the unit and assessment requirements; changed unit title and code for compliance and consistency with the updates.	

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPCOT3268 Plane and sand engineered wood products

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 4.0.

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit. There must be evidence that, on at least one occasion, the individual has:

- followed workplace health and safety requirements and environmental procedures for planing and sanding engineered wood product
- planed and sanded engineered wood product in readiness for an application or interim storage
- redistributed material on site using designated equipment
- conducted operator maintenance on planing and sanding equipment.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- health and safety hazards or risks related to operating equipment for planing and sanding engineered wood products, as identified through risk assessments, manufacturer technical information, regulations and industry health and safety guides
- workplace policies and procedures specific to planing and sanding engineered wood products:
  - health and safety, with particular emphasis on equipment lockout and the use of personal protective equipment (PPE)
  - use of timber planing and sanding equipment
  - communication reporting lines
  - recording and reporting production outcomes, equipment faults and maintenance requirements
- environmental protection practices for engineered wood product manufacturing facility settings:
  - reducing water and energy use
  - cleaning plant, tools and equipment

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    - disposing of, recycling and reusing timber and other waste
- planning and sanding techniques
- methods of visual inspection of engineered wood products for thickness, finish quality and faults
- characteristics of relevant engineered wood product
- typical flow of material supply in and out of the planing and sanding area
- typical workflow processes and sanding techniques for optimising thickness, finish and quality of engineered wood product
- typical engineered wood product defects and how they affect the ability to produce quality finished product:
    - warp
    - wane
    - cupping
    - shakes
    - insect defects
    - knots
    - resin pockets
    - lifting veneer
    - bonding problems
- key features of, and applicable terminology for, industry standard grades for re-classifying quality and use of planed and sanded engineered wood products
- purpose, features and operation of equipment used to plane and sand engineered wood products:
    - planers or thicknessers
    - surface planers or buzzers
    - drum sanders
    - sanders
    - veneer sanders
    - stroke sanders
    - machine specific dust extraction systems with collection bags
    - hopper-based extraction systems
- methods for assessing condition of planer blades and sanding belts.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
    - skills must be demonstrated in an environment that accurately represents workplace conditions
- resources, equipment and materials:
    - planing and sanding equipment

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  - dust extraction equipment
  - maintenance tools and equipment for planers and sanders
  - planer blades and sanding belts
  - PPE suitable for planing and sanding engineered wood products
  - engineered wood products suitable for planing and sanding operations
- specifications:
  - manufacturer instructions for use and maintenance of equipment
  - work order with specific instructions for planing and sanding engineered wood product
  - workplace procedures for planing and sanding engineered wood product, including health and safety and emergency procedures and environmental protection procedures
  - template documents for recording production outcomes, equipment faults and maintenance requirements.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPCOT3270 Grade and mark logs

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 3.0

Application

This unit of competency describes the skills and knowledge required to visually assess and measure logs in a commercial forest harvesting environment, to determine the best end-use of individual logs and mark products for identification.

The unit applies to individuals who grade and mark logs at roadside, landing area or timber mill. Operators generally work under broad direction and take responsibility for their work.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Core Technical (COT)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare to grade and mark logs	1.1 Review log product specifications for species, product usage and size in reference to the grading and marking of logs 1.2 Review production plan, confirm its targets and assess wood flow requirements to ensure efficient operations and overall productivity 1.3 Confirm, identify and report health, safety, environmental and heritage risks of operation in line with standard operating procedures

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	and site safety and environmental management plan 1.4 Apply risk control measures in line with standard operating procedures, site operational plan, legislative requirements and industry standards to eliminate or minimise risks 1.5 Identify emergency plan procedures to follow in the event of an emergency 1.6 Select appropriate log size measuring tools and calibration methods 1.7 Calibrate log measuring tools to ensure accuracy of length and diameter measurements
2. Grade and mark logs	2.1 Visually assess logs for species and quality characteristics to determine their best end-use in line with product specifications 2.2 Measure logs and defects for size 2.3 Grade logs and determine logs which are to be recovered 2.4 Mark graded logs for product identification in line with industry standards 2.5 Direct mechanical equipment to conduct log segregation and stacking into product groups 2.6 Tag stacks for identification in line with industry standards and production plan requirements for an optimum transport and logistics cycle time
3. Verify grading and marking logs	3.1 Conduct size accuracy checks by using standard or digital measuring tools to verify that graded logs meet length and diameter specifications and remediate errors 3.2 Verify that marking and tagging has been conducted correctly and display required information 3.2 Mark and report logs that cannot be clearly or safely evaluated for size or quality characteristics

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

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Skill	Description
Reading	• read and understand production, safety and environmental management plans, product specifications and industry standards for grading logs
Writing	• record information about logs
Oral Communication	• interact verbally with machine operators on site to create log stacks • use appropriate vocabulary including technical language directly relevant to role
Numeracy	• count logs and measure log diameter and length
Navigate the world of work	• understand main tasks, responsibilities and boundaries of own role • calibrate and use log measuring tools according to workplace procedures
Interact with others	• report log grading and safety information to relevant personnel • participate in conversations relevant to role by responding and explaining as required
Get the work done	• recognise and respond to routine problems • plan ad organise own work activities and resources

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FWPCOT3270 Grade and mark logs	FWPCOT3223 Grade and mark logs	Significant changes to reflect industry requirements for a safe and appropriate operation. New PCs were added, most PCs were edited and PE and KE increased in content to map against the revised PCs. Additional foundation skills identified. Code change to reflect outcomes of unit.	No equivalent unit

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPCOT3270 Grade and mark logs

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 3.0

Performance Evidence

An individual demonstrating competency must satisfy all the elements and performance criteria of this unit. There must be evidence that, on at least one occasion, the individual has:

- safely and correctly assessed, measured, graded and marked logs for segregation into product groups in line with specified product best-usage and production plan
- checked risk associated to the operation and applied standard operating procedures
- used log measuring tools and methods to measure logs and logs defects
- applied knowledge of log species, log quality characteristics and defects to grade logs
- identified and assessed log defects
- followed log product specifications and production plan requirements for grading and marking logs.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- information and requirements contained in log product specifications and a production plan
- health and operational hazards or risks related to log grading and marking operations and factors that can change or introduce new hazards
- industry-accepted work health and safety risk control measures, legal obligations of the current Work Health and Safety Acts or Occupational Health and Safety Acts and regulations and requirements of industry standards and/or codes of practice for log grading and marking operations as outlined in workplace procedures and production plan
- industry-accepted warning signs, their correct positioning and procedures to maintain communication and work safety
- required emergency response procedure, including firefighting resources and emergency response

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- industry-accepted environmental control measures, restrictions, legal obligations of the current Environment Protection Acts and regulations and requirements of industry standards and/or codes of practice for log grading and marking operations as outlined in workplace procedures and production plan
- log species, quality characteristics and defects particular to the site and production system
- regional quality requirements for log products with particular end uses, markets and values
- maximum log damage or defect allowance and minimum quality allowance particular to a production system
- criteria for recycling and re-using logs with significant defects
- log measuring tools for length and diameter measurements
- methods for calibrating and verifying log measuring tools
- techniques and methods for measuring log diameter, length and defects using standard and digital tools
- causes of manual length and diameter measurement error
- industry-accepted methods for product identification.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a forest harvesting site or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - logs for grading and marking
  - standard and digital log measuring tools
  - personal protective equipment required for grading and marking logs
- specifications:
  - access to workplace policies and procedures which cover current Work Health and Safety Acts or Occupation Health and Safety Acts, regulations and related industry standards and codes of practice applicable to forest harvesting operations
  - access to workplace policies and procedure which cover current Environment Protection Acts, regulations and related industry standards and codes of practice applicable to forest harvesting operations
  - access to site operational plan, production plan and log product specifications
  - access to site emergency procedure
  - access to workplace standard operating procedure for log segregation and sorting.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPCOT4201 Produce complex truss and frame plans and details using computers

Modification History

Release	Comment
1	Replaces superseded equivalent FPICOT4201B Produce complex truss and frame plans and details using computers, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format.

Application

This unit of competency describes the outcomes required to use computerised systems to produce complex truss or frame plans, including layout production, fabrication and installation instructions. Work is completed in a forest and wood products office setting.

The unit applies to a designer or developer of truss and frame plans.

No licensing, legislative, regulatory, or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Common Technical

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.*

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ELEMENTS	PERFORMANCE CRITERIA
1. Interpret plans and loading conditions	1.1 Interpret and assess plans, drawing views and notes; identify loading information, design requirements and restrictions. 1.2 Obtain additional information and data from appropriate personnel or sources. 1.3 Create functional and pictorial image of structure, trusses or frames based on design requirements. 1.4 Refer design requirements outside software limitations to appropriate personnel for resolution.
2. Test and select design options	2.1 Transfer fixed design details to layout data in line with software requirements. 2.2 Specify frame or truss design types, and select timber type and species in line with material suitability and availability. 2.3 Set common industry spacing of frames, trusses and their components to defined design structure in line with industry standards. 2.4 Fix component sizes to clarify and firm design options. 2.5 Select layouts, spacing and sizing of individual structural members progressively in line with software requirements. 2.6 Select, review and revise design details in line with work order.
3. Produce layouts and cutting requirements	3.1 Review design records for design integrity, completeness and consistency in line with certifying authority standards. 3.2 Produce structure layout drawings and truss or frame assembly drawings using appropriate software. 3.3 Produce component cutting detail in line with production requirements and schedules. 3.4 Prepare and document production and installation advice in line with organisational procedures and industry standards. 3.5 Complete and maintain design records and documentation in line with organisational procedures.
4. Provide advice on design and production issues	4.1 Answer questions about designs and assembly requirements clearly and comprehensively. 4.2 Use effective communication techniques to assist and develop production personnel. 4.3 Provide alternative materials and sizes for components within design scope and production requirements. 4.4 Discuss common site problems and select appropriate prevention

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ELEMENTS	PERFORMANCE CRITERIA
	strategies to ensure future practice meets design requirements.

Foundation Skills

This section describes those core and employment skills that are essential to performance and are not explicit in the performance criteria.	
Numeracy skills to:	• interpret numerical data from designs involving height, length, angles, shape, and load • input complex numerical data into software systems for layout, spacing and dimensions of structural members.
Oral communication skills to:	• ask detailed open and closed probe questions and actively listen to clarify contents of designs, plans, drawings and notes • provide clear unambiguous information about designs and assembly requirements • negotiate solutions to site installation problems.
Reading skills to:	• interpret detailed and unfamiliar designs and technical notes.
Writing skills to:	• input clear written text into software systems • produce clear and detailed documents to support interpretation of drawings and assist with production and installation.
Planning and organising skills to:	• plan and organise own work in logical sequence and manage own timing and productivity to complete plans, drawings and documents within deadlines.

Range of Conditions

Not Applicable

Unit Mapping Information

FPICOT4201B Produce complex truss and frame plans and details using computers

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPCOT4201 Produce complex truss and frame plans and details using computers

Modification History

Release	Comment
1	Replaces equivalent unit FPICOT4201B Produce complex truss and frame plans and details using computers, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format. Assessment requirements now specify the performance and knowledge evidence, as well as assessment conditions for this unit of competency. These sections simplify and replace components used in the previous unit format, including 'Required Skills and Knowledge, Evidence Guide and Range Statement

Performance Evidence

A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit. If a specific volume or frequency is not stated below, then evidence must be provided that the following requirements have been performed on at least one occasion:

- prepare and document computerised plans and details of manufactured timber products in line with an individual design and set of drawing views and notes using appropriate software, systems and techniques
- produce component cutting details
- prepare a package of production and installation advice documents to support interpretation of plans and drawings.

Knowledge Evidence

A person competent in this unit must be able to demonstrate knowledge of:

- computer software and hardware used to produce complex truss and frame plans and details including:
  - system functions and capabilities
  - available drawings
  - design limitations
  - methods to input and amend design factors and other data

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  - methods used to produce structural layout drawings, assembly drawings and component cutting detail
  - methods to store and retrieve drawings and other data
- building and structural regulations for complex timber wall frames, roof and floor trusses
- common industry terminology for all components of complex timber wall frames, roof and floor trusses
- common industry standard layouts, spacing and sizing dimensions of individual members for complex timber wall frames, roof and floor trusses
- relationship between component loads and supports and spans, including
  - details defining mass loads and externally applied loads (wind, surrounding structures, common or special building usage)
  - dimensions defining geometry and loading of individual structural members
- timber species and types that are suitable for the manufacture of complex timber wall frames, roof and floor trusses
- industry and specific organisational:
- processes for producing computerised plans and details for complex timber wall frames, roof and floor trusses
- formats for and inclusions of documents providing production and installation advice.

Assessment Conditions

The following resources must be made available:

- computers, keyboards and industry current software programs used to produce plans and details for complex trusses and frames
- designs, plans, drawing views and notes for complex timber wall frames, roof and floor trusses on which to base plan and details
- template documents for developing production and installation advice
- organisational procedures for preparing and documenting computerised plans and details for complex timber wall frames, roof and floor trusses.

Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting.

Assessor requirements

Assessors must:

- hold the appropriate assessor competency standards as outlined in regulations; and
- be able to demonstrate vocational competencies at least to the level being assessed; and
- be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and assessor competence.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPCOT4203 Plan and coordinate product assembly

Modification History

Release	Comments
Release 2	This version released with FWP Forest and Wood Products Training Package Version 4.0.
Release 1	This version replaces equivalent unit FPICOT4203B Plan and coordinate product assembly, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2.

Application

This unit of competency describes the outcomes required to manage operational logistics for the assembly of timber products. Work involves responsibilities in planning assembly schedules for operators and monitoring and evaluating processes and problems to determine and recommend improvements.

The unit applies to individuals who work as production supervisors in timber manufacturing facilities. They generally demonstrate autonomy, judgement and limited responsibility in known or changing contexts and within established parameters.

All work must be carried out to comply with workplace procedures, according to state/territory health and safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Timber Manufactured Products

Sawmilling and Processing

Wood Panel and Board Production

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Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Plan assembly operations	1.1 Review production orders, construction plans, workplace health and safety requirements, environmental protection practices and emergency procedures to plan assembly of products 1.2 Identify and report hazards and use personal protective equipment according to workplace requirements and health and safety legislation to maintain safe work practices 1.3 Identify requirements for pre-cut timber components, hardware componentry and jigs, and check availability and monitor supply 1.4 Plan and document product assembly schedules and communicate to operators according to workplace procedures 1.5 Explain construction plans and assembly techniques to operators
2. Coordinate product assembly	2.1 Assist operators to evaluate and resolve component and assembly problems 2.2 Monitor equipment operation and assembly processes and assess effectiveness and ability to maintain a schedule 2.3 Modify assembly process and schedules to ensure optimum performance and communicate changes to operators 2.4 Check completed products and direct to a designated area for storage or despatch and transportation 2.5 Direct processes for rejecting and disposing of sub-standard assembled products according to environmental protection practices 2.6 Obtain production output details from operators and complete and maintain operating logs and assembly records according to workplace procedures 2.7 Investigate and record major processing problems and equipment faults and resolve or report to appropriate personnel
3. Evaluate assembly performance	3.1 Monitor assembly operations and output to determine process improvements 3.2 Analyse systematic problems with construction plans, componentry and equipment for the potential to improve assembly operations 3.3 Document recommended process improvements and communicate to appropriate personnel according to workplace procedures

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Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description

Numeracy	• Complete calculations to determine:
	  • material amounts required to satisfy production orders
	  • assembly schedules considering human and equipment resource capacity
	• Complete routine production records involving dimensions and quantities tallied against work orders

Navigate the world of work	• Source, collect and organise data to inform product assembly schedules and process improvement
Interact with others	• Take responsibility for coordinating a team of operators for effective assembly operations
Get the work done	• Take responsibility for planning and organising own workload • Consider how to schedule different production jobs

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FWPCOT4203 Plan and coordinate product assembly Release 2	FWPCOT4203 Plan and coordinate product assembly Release 1	Updated workplace health and safety requirements, clarified the intent of unit in the application and updated foundation skills.	Equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPCOT4203 Plan and coordinate product assembly

Modification History

Release	Comments
Release 2	This version released with FWP Forest and Wood Products Training Package Version 4.0.
Release 1	This version replaces equivalent unit FPICOT4203B Plan and coordinate product assembly, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2.

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit. There must be evidence that, on at least one occasion, the individual has:

- planned and coordinated product assembly operation according to production and construction plan and workplace health and safety requirements
- determined, documented and communicated assembly schedules for the product assembly operation
- assessed production output during assembly operation for:
  - speed and efficiency of operation
  - quality finish
  - dimensional consistency
- monitored, assessed and modified schedules in response to changing circumstances
- completed operating logs and assembly records
- completed a detailed report about systematic issues arising during assembly operation regarding processes, construction plans, componentry and equipment, and recommended actions for process improvements.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- health and safety hazards or risks related to assembling timber products, as identified through risk assessments, manufacturer technical information, regulations and industry health and safety guides
- workplace procedures specific to planning and coordinating product assembly:

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    - health and safety, including the use of personal protective equipment (PPE)
    - communication reporting lines for operator team members and self
    - documenting assembly schedules and reports
    - recording and reporting systematic equipment faults
- environmental protection practices for forest products factory settings:
    - reducing water and energy use
    - disposing of, recycling and reusing timber
- operational capacity of equipment used to assemble products, with particular emphasis on nail plate presses
- typical flow of material supply in and out of the assembly area
- typical assembly sequences and range of techniques used to assemble timber products
- methods of determining assembly schedules to:
    - maximise equipment and labour use
    - meet customer and production orders within deadlines
- methods used to:
    - assess assembly processes for ability to meet schedules and quality of outcomes
    - diagnose and analyse systematic problems with construction plans, componentry and equipment
- format, content and use of:
    - construction plans
    - assembly schedules
    - operating logs and assembly records
    - process improvement reports.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
    - skills must be demonstrated in an environment that accurately represents workplace conditions
- resources, equipment and materials:
    - tools, equipment and assembly hardware used to assemble timber products
    - PPE suitable for coordinating timber assembly production lines
    - pre-cut sections of timber
- specifications:
    - templates for recording timber product assembly issues and recommendations for improvements
    - production order for quantities and types of assembled timber products
    - construction plan with specifications for assembling timber products
    - workplace procedures for planning and coordinating product assembly, including health and safety and emergency procedures and environmental protection procedures.

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Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPCOT4204 Schedule and coordinate load shifting

Modification History

Release	Comment
1	Replaces equivalent unit FPICOT4204B Schedule and coordinate load shifting, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format.

Application

This unit of competency describes the outcomes required to schedule and coordinate load shifting activities for a range of material handling requirements.

The unit applies to workers who monitor and coordinate load shifting activities for safe and efficient operations in a forest products factory setting.

Licensing, legislative, regulatory, or certification requirements apply to this unit in some states and territories at the time of publication, and may differ according to jurisdiction.

Pre-requisite Unit

Nil

Unit Sector

Sawmilling and Processing

Timber Manufactured Products

Elements and Performance Criteria

ELEMENTS *Elements describe the essential outcomes.*	**PERFORMANCE CRITERIA** *Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.*
1. Schedule load shifting	1.1 Review production and despatch schedules and where required check with appropriate personnel. 1.2 Assess equipment operations for all sections of the organisation.

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ELEMENTS	PERFORMANCE CRITERIA
	1.3 Determine material handling requirements for loads and schedule required type of equipment to meet requirements. 1.4 Identify movement frequencies and develop material handling schedules. 1.5 Identify and assess variations in material handling requirements and product despatch requirements. 1.6 Adjust material handling schedules to maintain optimal output.
2. Coordinate load shifting	2.1 Coordinate load shifting arrangements for operators to ensure safe and efficient use of equipment. 2.2 Assess operating areas for unsafe conditions, acts and congestion to maintain safety. 2.3 Organise load movement to limit multiple loads being moved at the same time in the same area. 2.4 Resolve difficult load shifting situations and incidents in line with organisational safety procedures. 2.5 Record and report load shifting processes and equipment faults to appropriate personnel.

Foundation Skills

This section describes those core and employment skills that are essential to performance and are not explicit in the performance criteria.	
Numeracy skills to:	• interpret details of weights and dimensions of loads from production and despatch schedules and calculate load shifting capacity of equipment.
Oral communication skills to:	• ask and questions and actively listen to clarify contents of production and despatch schedules.
Reading skills to:	• interpret information in production and despatch schedules.
Writing skills to:	• develop and document load shifting schedules in a style and format easily understood by operators • complete basic accurate records of load shifting processes and equipment faults.
Planning and organising skills to:	• source, collect and organise data to inform load shifting schedules • efficiently and logically manage operational logistics for load shifting activities.

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Range of Conditions

Not Applicable

Unit Mapping Information

FPICOT4204B Schedule and coordinate load shifting

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPCOT4204 Schedule and coordinate load shifting

Modification History

Release	Comment
	Replaces equivalent unit FPICOT4204B Schedule and coordinate load shifting, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format. Assessment requirements now specify the performance and knowledge evidence, as well as assessment conditions for this unit of competency. These sections simplify and replace components used in the previous unit format, including Required Skills and Knowledge, Evidence Guide and Range Statement.

Performance Evidence

A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit. If a specific volume or frequency is not stated below, then evidence must be provided that the following requirements have been performed on at least one occasion:

- schedule and coordinate load shifting activities in line with production and despatch schedules prescribing quantities and types of material to be shifted.

Knowledge Evidence

A person competent in this unit must be able to demonstrate knowledge of:

- applicable fall from heights regulations and compliance requirements
- methods used to schedule load shifting according to staff rosters and availability of equipment
- typical workplace hazards present during load shifting operations and methods of minimising risks
- purpose, features and operation equipment used to shift loads in forest products factories
- use of specific equipment to move materials found in forest product factories:
  - treated paper
  - wood chips
  - flakes
  - wood fibre
  - logs
  - bark

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    - off-cuts
    - timber
    - raw board
    - panel products
    - veneer
- capacity of load shifting equipment in relation to dimensions and weight
- organisational procedures specific to load shifting:
    - workplace health and safety with particular emphasis on equipment lock out and use of personal protective equipment
    - communication reporting lines
    - recording and reporting load shifting processes and equipment faults.

Assessment Conditions

The following resources must be made available:

- load shifting equipment including one or more of the following:

fork lifts

- loaders
- skid steer loaders
- dozers
- cranes
- truck-mounted loading cranes
- gantry cranes
- a commercial quantity of material to be shifted including one or more of the following:
    - treated paper
    - wood chips
    - flakes
    - wood fibre
    - logs
    - bark
    - off-cuts
    - timber
    - raw board
    - panel products
    - veneer
- production and despatch schedules with specific information about requirements for quantities and types of material to be shifted within the forest products factory
- template documents for recording load shifting processes and equipment faults
- organisational procedures for load shifting
- personal protective equipment required for scheduling and coordinating load shifting for different materials.

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Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting. Load shifting operations must be present in order that the individual can monitor activities and resolve issues as they arise.

Assessor requirements

Assessors must:

- hold the appropriate assessor competency standards as outlined in regulations; and
- be able to demonstrate vocational competencies at least to the level being assessed; and
- be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and assessor competence.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPCOT4205 Coordinate log debarking operations

Modification History

Release	Comment
1	Replaces equivalent unit FPICOT4205B Coordinate log debarking operations, which was first released with FPI05 or FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format

Application

This unit of competency describes the outcomes required to coordinate log debarking operations in order to meet the requirements for quality output.

The unit applies to those who undertake log debarking in a forest products factory setting

No licensing, legislative, regulatory, or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Sawmilling and Processing

Timber Manufactured Products

Elements and Performance Criteria

ELEMENTS *Elements describe the essential outcomes.*	**PERFORMANCE CRITERIA** *Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.*
1. Plan debarking operations	1.1 Assess variations in timber characteristics and record outcomes of assessment. 1.2 Produce debarking schedules according to organisational procedures

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ELEMENTS	PERFORMANCE CRITERIA
	1.3 Communicate schedules, log management procedures and order information to sawyers. 1.4 Plan and prescribe diameters and lengths.
2. Monitor debarking process	2.1 Review specified standard diameters and lengths. 2.2 Monitor debarking processes for accuracy of diameter and condition of debarked logs 2.3 Provide assistance to operators with the evaluation of logs and debarking problems 2.4 Monitor log management and output and record possible process improvements 2.5 Investigate, record and report on debarking operations, major problems and equipment faults.
3. Direct debarking operations	3.1 Make modifications to diameters or schedules to ensure optimum performance, and communicate these to operators 3.2 Document log debarking improvement modifications. 3.3 Obtain and record debarked log output details. 3.4 Direct debarked logs to storage or transferred for further processing. 3.5 Complete operating logs and processing records.

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Not Applicable

Unit Mapping Information

FPICOT4205B Coordinate log debarking operations

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPCOT4205 Coordinate log debarking operations

Modification History

Release	Comment
1	Replaces equivalent unit FPICOT4205B Coordinate log debarking operations, which was first released with FPI05 or FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format. Assessment requirements now specify the performance and knowledge evidence, as well as assessment conditions for this unit of competency. These sections simplify and replace components used in the previous unit format, including Required Skills and Knowledge, Evidence Guide and Range Statement.

Performance Evidence

A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit. If a specific volume or frequency is not stated below, then evidence must be provided that the following requirements have been performed on at least one occasion:

- follow organisational policies and procedures for log debarking
- produce and implement d***ebarking*** schedules
- assess individual logs for diameter range, curvature, faults, species and moisture content
- coordinate personnel to conduct log debarking to meet established quality specifications and timelines
- identify faults in logs.

Knowledge Evidence

A person competent in this unit must be able to demonstrate knowledge of:

- organisational policies and procedures for log debarking
- log debarking procedures and management
- standard diameters and lengths
- log management information for diameter range, curvature, faults, species and moisture content

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- types of tools and equipment used for log debarking, and procedures for their safe use and maintenance.

Assessment Conditions

The following resources must be made available:

- log debarking equipment
- individual logs for debarking (species, faults, curvature and moisture content)
- tools and equipment used for log debarking
- templates for works orders and debarking schedules
- personal protective equipment required for co-ordinating log debarking operations.

Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting.

Assessor requirements

Assessors must:

- hold the appropriate assessor competency standards as outlined in regulations; and
- be able to demonstrate vocational competencies at least to the level being assessed; and
- be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and assessor competence.
-

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPCOT4206 Plan and coordinate boiler operations

Modification History

Release	Comment
1	Replaces equivalent unit FPICOT4206B Plan and coordinate boiler operations, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format.

Application

This unit of competency describes the outcomes required to plan the operation of a steam generated boiler and to coordinate boiler operating personnel to startup, operate, shutdown, clean and store the boiler.

The unit applies to boiler plant operators in a timber treatment plant setting and also involves monitoring and adjusting boiler performance.

No licensing, legislative, regulatory, or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Competency Field

Unit Sector

Sawmilling and Processing

Elements and Performance Criteria

ELEMENTS *Elements describe the essential outcomes.*	**PERFORMANCE CRITERIA** *Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.*
1. Plan boiler operation	1.1 Interpret requirements for the allocated process to calculate

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ELEMENTS	PERFORMANCE CRITERIA
	steam generation levels. 1.2 Plan and document operational orders and schedules to meet production requirements. 1.3 Plan boiler startup, operation and shutdown in line with production requirements. 1.4 Communicate all information to operators in line with organisational procedures.
2. Coordinate boiler startup and operation	2.1 Check boiler house chemicals for correct labelling to ensure compliance with safety, and regulatory requirements. 2.2 Direct operator processes for completing pre-operational safety and pre start-up checks. 2.3 Monitor boiler startup for correct running conditions and sign on. 2.4 Routinely check continued operation and condition of boiler with operators and assist them to evaluate boiler data and performance. 2.5 Modify generation levels to ensure optimum performance and communicate changes to operators. 2.6 Diagnose problematic boiler operations, calculate required adjustments and communicate to operators. 2.7 Monitor and evaluate boiler operations and output to determine process improvements. 2.8 Direct emergency shutdown processes in cases of fire.
3. Coordinate boiler shutdown, storage and records	3.1 Direct operator processes for shutting down equipment and ensure compliance with organisational safety procedures. 3.2 Check removal of valves and fittings and inspect boiler. 3.3 Assess boiler condition, direct operator cleaning processes and ensure compliance with environmental protection practices. 3.4 Select storage mode and direct operators to store boiler in line with organisational procedures. 3.5 Obtain operating logs and fuel efficiency records from operators and complete operating calculations. 3.6 Document and report operational records, equipment faults and process improvement recommendations to appropriate personnel.

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Foundation Skills

This section describes those core and employment skills that are essential to performance and are not explicit in the performance criteria.	
Numeracy skills to:	• complete calculations for steam generation levels against production requirements • read basic numerical machine settings to monitor boiler performance • record numerical data involving fuel efficiency.
Oral communication skills to:	• provide clear and unambiguous information and instructions to operators.
Reading skills to:	• interpret documents about production requirements.

Writing skills to:	• develop documents in a style and format easily understood by others:
	  • operational orders and boiler schedules
	  • reports on potential process improvements including rationale for recommendations
	• complete accurate basic records of boiler operations and equipment faults.

Planning and organising skills to:	• source, collect and organise data to inform boiler schedules and process improvement reports • efficiently and logically manage operational logistics for boiler operations.
Teamwork skills to:	• take responsibility for coordinating a team of operators for effective boiler operations.

Range of Conditions

Not Applicable

Unit Mapping Information

FPICOT4206B Plan and coordinate boiler operations

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPCOT4206 Plan and coordinate boiler operations

Modification History

Release	Comment
1	Replaces equivalent unit FPICOT4206B Plan and coordinate boiler operations, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format. Assessment requirements now specify the performance and knowledge evidence, as well as assessment conditions for this unit of competency. These sections simplify and replace components used in the previous unit format, including 'Required Skills and Knowledge, Evidence Guide and Range Statement

Performance Evidence

A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit. If a specific volume or frequency is not stated below, then evidence must be provided that the following requirements have been performed on at least one occasion:

- plan and coordinate boiler operations for different operational periods in line with production requirements for each period
- determine, document and communicate operational orders and boiler schedules for each of the above operational periods
- monitor and assess boiler performance and steam generation levels during each of the above operational periods and modify levels to ensure optimum performance
- complete records for operational outcomes for each of the above periods of operation
- complete a detailed report about systematic issues arising across the operational periods covering problems with processes, outputs and equipment including recommendations for process improvements.

Knowledge Evidence

A person competent in this unit must be able to demonstrate knowledge of:

- environmental protection practices for boiler operations:
  - cleaning plant, tools and equipment
  - disposing of hazardous substances

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- energy generation capacity of organisational steam generating boilers and methods used to calculate steam and energy generation levels
- energy generation capacity of organisational steam generating boilers and methods used to calculate steam and energy generation levels
- processes for boiler startup, shutdown and storage
- methods of determining boiler schedules to meet production requirements
- range of data used to evaluate boiler performance:
  - steam levels
  - pressure levels
  - energy generation levels
  - heat build-up
  - system overload information
  - test outcomes for water quality and chemicals
  - past performance records
- methods used to:
  - diagnose problems with boiler operations
  - safely handle and store boiler house chemicals
  - inspect boilers after shutdown
- format, content and use of:
  - operational orders
  - boiler schedules
  - operating logs and operational records
  - fuel efficiency records
  - process improvement reports
- organisational procedures specific to planning and coordinating boiler operations:
  - communication reporting lines for operator team members and self
  - documenting operational orders, boiler schedules and reports
  - recording and reporting operational outcomes and equipment faults.

Assessment Conditions

The following resources must be made available:

- steam-generating boilers, including liquid or vapour restricted to water or steam
- fuel and fuel supply system
- boiler house chemicals and labels
- personal protective equipment suitable for operating steam boilers
- template:
  - operational orders
  - boiler schedules
  - operating logs and operational records
  - fuel efficiency records

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  - process improvement reports
  - records for equipment faults
- details of production requirements
- organisational procedures for planning and coordinating boiler operations.

Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting.

Assessor requirements

Assessors must:

- hold the appropriate assessor competency standards as outlined in regulations; and
- be able to demonstrate vocational competencies at least to the level being assessed; and
- be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and assessor competence.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPCOT4207 Plan and coordinate heat plant operations

Modification History

Release	Comment
1	Replaces equivalent unit FPICOT4207B Plan and coordinate heat plant operations, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format.

Application

This unit of competency describes the outcomes required to plan the operation of a heat plant and to coordinate heat plant operating personnel to startup, operate, shutdown, clean and store the heat plant.

The unit applies to operators of a heat plant in a timber processing plant setting and also involves monitoring and adjusting heat plant performance.

No licensing, legislative, regulatory, or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Sawmilling and Processing

Elements and Performance Criteria

ELEMENTS *Elements describe the essential outcomes.*	**PERFORMANCE CRITERIA** *Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.*
1. Plan heat plant operation	1.1 Interpret requirements for the allocated process to calculate generation levels.

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ELEMENTS	PERFORMANCE CRITERIA
	1.2 Plan and document operational orders and schedules to meet production requirements. 1.3 Plan heat plant startup, operation and shutdown in line with production requirements. 1.4 Communicate all information to operators in line with organisational procedures.
2. Coordinate heat plant startup and operation	2.1 Check heat plant chemicals for correct labelling to ensure compliance with safety, and regulatory requirements. 2.2 Direct operator processes for completing pre-operational safety and pre start-up checks. 2.3 Monitor heat plant startup for correct running conditions and sign on. 2.4 Routinely check continued operation and condition of heat plant with operators and assist them to evaluate heat plant data and performance. 2.5 Modify generation levels to ensure optimum performance and communicate changes to operators. 2.6 Diagnose problematic heat plant operations, calculate required adjustments and communicate to operators. 2.7 Monitor and evaluate heat plant operations and output to determine process improvements. 2.8 Direct emergency shutdown processes in cases of fire.
3. Coordinate heat plant shutdown, storage and records	3.1 Direct operator processes for shutting down equipment and ensure compliance with organisational safety procedures. 3.2 Check removal of valves and fittings and inspect heat plant. 3.3 Assess heat plant condition, direct operator cleaning processes and ensure compliance with environmental protection practices. 3.4 Select storage mode and direct operators to store heat plant in line with organisational procedures. 3.5 Obtain operating logs and fuel efficiency records from operators and complete operating calculations. 3.6 Document and report operational records, equipment faults and process improvement recommendations to appropriate personnel.

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Foundation Skills

This section describes those core and employment skills that are essential to performance and are not explicit in the performance criteria.	
Numeracy skills to:	• complete calculations for generation levels against production requirements • read basic numerical machine settings to monitor heat plant performance • record numerical data involving fuel efficiency.
Oral communication skills to:	• provide clear and unambiguous information and instructions to operators.
Reading skills to:	• interpret documents about production requirements.
Writing skills to:	• develop documents in a style and format easily understood by others: • operational orders and heat plant schedules • reports on potential process improvements including rationale for recommendations • complete accurate basic records of heat plant operations and equipment faults.
Planning and organising skills to:	• source, collect and organise data to inform heat plant schedules and process improvement reports • efficiently and logically manage operational logistics for heat plant operations.
Teamwork skills to:	• take responsibility for coordinating a team of operators for effective heat plant operations.

Range of Conditions

Not Applicable

Unit Mapping Information

FPICOT4207B Plan and coordinate heat plant operations

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPCOT4207 Plan and coordinate heat plant operations

Modification History

Release	Comment
1	Replaces equivalent unit FPICOT4207B Plan and coordinate heat plant operations which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format. Assessment requirements now specify the performance and knowledge evidence, as well as assessment conditions for this unit of competency. These sections simplify and replace components used in the previous unit format, including 'Required Skills and Knowledge, Evidence Guide and Range Statement

Performance Evidence

A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit. If a specific volume or frequency is not stated below, then evidence must be provided that the following requirements have been performed on at least one occasion:

- plan and coordinate heat plant operations for different operational periods in line with production requirements for each period
- determine, document and communicate operational orders and heat plant schedules for each of the above operational periods
- monitor and assess heat plant performance and energy generation levels during each of the above operational periods and modify levels to ensure optimum performance
- complete records for operational outcomes for each of the above periods of operation
- complete a detailed report about systematic issues arising across the operational periods covering problems with processes, outputs and equipment including recommendations for process improvements.

Knowledge Evidence

A person competent in this unit must be able to demonstrate knowledge of:

- environmental protection practices for heat plant operations:
  - cleaning plant, tools and equipment

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    - disposing of hazardous substances
- energy generation capacity of organisational heat plants and methods used to calculate energy generation levels
- processes for heat plant startup, shutdown and storage
- methods of determining heat plant schedules to meet production requirements
- data used to evaluate heat plant performance:
    - heat levels
    - pressure levels
    - energy generation levels
    - heat build-up
    - system overload information
    - test outcomes for water quality and chemicals
    - past performance records
- methods used to:
    - diagnose problems with heat plant operations
    - safely handle and store heat plant chemicals
    - inspect heat plant after shutdown
- format, content and use of:
    - operational orders
    - heat plant schedules
    - operating logs and operational records
    - fuel efficiency records
    - process improvement reports
- organisational procedures specific to planning and coordinating heat plant operations:
    - communication reporting lines for operator team members and self
    - documenting operational orders, heat plant schedules and reports
    - recording and reporting operational outcomes and equipment faults.

Assessment Conditions

The following resources must be made available:

- energy generating heat plant
- heat plant chemicals and labels
- personal protective equipment suitable for operating heat plants
- documents and proformas:
    - operational orders
    - heat plant schedules
    - operating logs and operational records
    - fuel efficiency records
    - process improvement reports

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  - records for equipment faults
- details of production requirements
- organisational procedures for planning and coordinating heat plant operations.
- relevant personnel for the purposes of communicating information

Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting.

Assessor requirements

Assessors must:

- hold the appropriate assessor competency standards as outlined in regulations; and
- be able to demonstrate vocational competencies at least to the level being assessed; and
- be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and assessor competence.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPCOT4208 Implement workplace sustainability practices

Modification History

Release	Comment
1	New unit. This is the first release of this unit in the new standards format.

Application

This unit of competency describes the outcomes required to implement and monitor sustainability practices and activities in the workplace. It can apply to the full scope of forest and wood products industry workplaces and to operations of all sizes.

The unit applies to job roles including Community Liaison Officer, Environmental Planner and Manager, Forest/Timber Harvester, Forest Planner, Forest Sustainability Manager, Forestry Manager, General Manager, Plantation Manager, Sustainability Manager, Technical Forester, Technical Services Officer, Technical Services Manager and Value Recovery Officer in a forest environment setting.

No licensing, legislative, regulatory, or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil.

Unit Sector

Common Technical

Elements and Performance Criteria

ELEMENTS *Elements describe the essential outcomes.*	**PERFORMANCE CRITERIA** *Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.*
1. Prepare for	1.1 Review sustainability policy and provide recommendations

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ELEMENTS	PERFORMANCE CRITERIA
implementation of workplace sustainability practices	for integrating new sustainability practices into changed or new operational processes and procedures 1.2 Confirm resource requirements and timelines for implementation of changes in consultation with appropriate personnel. 1.3 Confirm changed or new procedures, processes and plans to facilitate implementation.
2. Implement workplace sustainability practices	2.1 Communicate changed or new operational processes and procedures resulting from changed approach to sustainability. 2.2 Monitor staff implementation of processes and procedures that incorporate new approaches to sustainability and assist as required. 2.3 Make recommendations to update procedures and processes.
3. Report on effectiveness of workplace sustainability practices	3.1 Measure operational performance against targets and indicators on an ongoing basis. 3.2 Report performance against targets and indicators and recommend operational improvements.

Foundation Skills

This section describes those core and employment skills that are essential to performance and are not explicit in the performance criteria.	
Oral communication skills to:	• Provide clear unambiguous instructions on changed operational practices to staff members.
Reading skills to:	• Interpret complex and unfamiliar sustainability policy.
Writing skills to:	• Complete basic reports of performance of sustainability practices against targets.
Technology skills to:	• Use a computer, keyboard and software to prepare reports.

Unit Mapping Information

No equivalent unit

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Links

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Assessment Requirements for FWPCOT4208 Implement workplace sustainability practices

Modification History

Release	Comment
1	New unit. This is the first release of this unit in the new standards format. Assessment requirements now specify the performance and knowledge evidence, as well as assessment conditions for this unit of competency. These sections simplify and replace components used in the previous unit format, including 'Required Skills and Knowledge, Evidence Guide and Range Statement'

Performance Evidence

A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit, and must be able to provide evidence that they can:

- Interpret the contents of an organisation's sustainability policy to identify at least two changed or new operational processes and/or procedures for their work area of responsibility.
- Communicate the relevant operational processes and procedures and related sustainability targets to staff members and monitor implementation.
- Measure operational performance from the identified changes against related sustainability targets.
- Complete a basic written report on performance against sustainability targets and indicators and recommended further operational improvements.

Knowledge Evidence

A person competent in this unit must be able to demonstrate knowledge of:

- Workplace practices that incorporate economic, social and environmental sustainability approaches.
- Impacts of forest and wood products industry production processes on the environment and environmental protection practices including the following:
  - reducing water and energy use
  - cleaning of plant, tools and equipment
  - disposing of, recycling and reusing timber and other waste
  - reducing use of toxic materials and hazardous chemicals
  - minimising resource use through changes in process, facility design and management.
- Content of the sustainability policy for the work area of responsibility.

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- Operational processes and procedures for the work area of responsibility.
- Change management principles and methods for implementing sustainability practices.
- Types of targets and performance indicators for effectiveness of sustainability practices and methods to monitor performance against targets.
- Organisational procedures for recording and reporting performance against targets.

Assessment Conditions

The following resources must be made available:

- Computers, keyboards, printers, software and other resources used to prepare and maintain reports.
- Worksheets and proformas commonly used to record targets and performance indicators and related data
- Organisational sustainability policy and other related policies and procedures

Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting.

Assessor requirements

Assessors must:

- Hold the appropriate assessor competency standards as outlined in regulations; and
- be able to demonstrate vocational competencies at least to the level being assessed; and
- be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and assessor competence.
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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPCOT5201 Implement sustainable forestry practices

Modification History

Release	Comment
1	Replaces equivalent unit FPICOT5201B Implement sustainable forestry practices which was first released with FPI11 Forest and Forest Products Training Package Version 2.

Application

This unit of competency describes the outcomes required to prepare and implement environmentally sustainable forest industry practices. It requires an ability to undertake consultative and audit processes to assess the effectiveness of environmental management strategies and to identify areas for change, or improved practice. Work is completed in a forest, equivalent or other suitable setting.

The unit applies to job roles including Community Liaison Officers, Designer (Manufacturing and Engineered Wood Products), Environmental Planners and Managers, Forest Auditor or Forest Planner, Forest Sustainability Manager, Forestry Manager, General Manager, Plantation Manager, Sustainability Manager, Technical Forester, Technical Services Officer, Technical Services Manager and Value Recovery Officer.

No licensing, legislative, regulatory, or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil.

Unit Sector

Common Technical

Elements and Performance Criteria

ELEMENTS	**PERFORMANCE CRITERIA**
Elements describe the	*Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised*

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ELEMENTS *essential outcomes.*	**PERFORMANCE CRITERIA** *text is used, further information is detailed in the range of conditions.*
1. Implement environmentally sustainable forest management strategies	1.1 Develop and implement environmentally sustainable strategies for forest management. 1.2 Use consultative processes to negotiate and agree on strategy processes, objectives and timelines. 1.3 Assess strategies for effectiveness in reducing waste disposal. 1.4 Revise strategies to ensure ongoing improvements.
2. Manage integrity of water bodies	2.1 Determine appropriate strategies to manage integrity of water bodies in order to protect flora, fauna, culturally significant landscapes, natural or anthropogenic formations and constructions 2.2 Source and use water from locations other than mains water in line with organisational guidelines. 2.3 Manage and optimise use of run-off water and minimise pollutants. 2.4 Develop planting strategies to effectively and appropriately use available water supply and manage run-off.
3. Manage integrity of soil	3.1 Determine appropriate strategies to manage integrity of soil in order to protect flora, fauna, culturally significant landscapes, natural or anthropogenic formations and constructions 3.2 Minimise wind and water erosion by using appropriate species and planting patterns. 3.3 Manage nutrients and texture of the soil to maintain soil productivity. 3.4 Maintain soil integrity in line with rainfall, irrigation and water strategies in place.
4. Complete environmental audit	4.1 Determine need for an environmental management audit 4.2 Conduct environmental management audit in line with organisational policies and procedures. 4.3 Cover all environmental considerations relevant to site operations. 4.4 Report audit outcomes and develop detailed and verifiable recommendations for improvements to environmental protection practices.

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Foundation Skills

This section describes those core and employment skills that are essential to performance and are not explicit in the performance criteria.	
Numeracy skills to:	• Analyse quantitative information and data.
Oral communication skills to:	• Hold high-level consultative discussions to generate ideas for and negotiate content of environmental management strategies.
Writing skills to:	• Prepare audit reports where precise meaning is required and rationale for recommendations is justified.
Technology skills to:	• Use a computer, keyboard and software to prepare audit reports.

Unit Mapping Information

FPICOT5201B Implement sustainable forestry practices

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPCOT5201 Implement sustainable forestry practices

Modification History

Release	Comment
1	Replaces equivalent unit FPICOT5201B Implement sustainable forestry practices which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. Assessment requirements now specify the performance and knowledge evidence, as well as assessment conditions for this unit of competency. These sections simplify and replace components used in the previous unit format, including 'Required Skills and Knowledge, Evidence Guide and Range Statement'.

Performance Evidence

A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit, and must be able to provide evidence that they can:

- Develop and document environmentally sustainable forest management strategies for a given forestry operation site.
- Incorporate strategies and practices to protect flora, fauna, culturally significant landscapes, natural or anthropogenic formations and constructions through managing the following issues:
  - waste disposal
  - managing the integrity of water bodies
  - managing integrity of soil
  - effective use of irrigation and watering systems
- Complete an environmental management audit for a given site where forestry operations are present; report outcomes and document recommendations for improvements to environmental protection practices.

Knowledge Evidence

A person competent in this unit must be able to demonstrate knowledge of:

- Purpose and key content of environmental protection laws applicable to forestry operations.
- Key content of current government and industry environmental sustainability initiatives, codes of practice and guidelines.
- Environmentally sustainable management strategies and protection practices for forest settings:

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  - minimising temporary, short-term, long-term and permanent damage to natural flora, fauna and landscape
  - returning the environment to its original or near to original condition on completion of activity
  - soil and water protection
  - management of fire and weeds
  - disposing of, recycling and reusing timber and other waste
  - composting waste
  - safely cleaning plant, tools and equipment
  - protecting flora and fauna
  - maintenance of culturally significant landscapes, natural or anthropogenic formations and constructions.
- Energy flow and food web frameworks.
- Strategies to manage integrity of water bodies including methods to minimise effects of common pollutants on water bodies.
- Irrigation and watering strategies that aim to:
  - minimise evaporation
  - minimise run-off
  - accurately deliver water.
- Strategies to manage soil integrity, including:
  - appropriate species and planting patterns to minimise wind and water erosion
  - methods for managing nutrients and stages of nutrient cycling.
- Soil testing processes and results interpretation.
- Range of environmental considerations relevant to environmental site audits, including:
  - topography
  - water use
  - waste emissions.
- Format, content and use of audit reports.
- Organisational and site standards, policies and procedures for sustainable forestry practices.

Assessment Conditions

The following resources must be made available:

- Computers, keyboards, printers and software used to prepare environmental management strategies, plans and audit reports.
- Worksheets, checklists and other proformas commonly used to conduct an environmental management audit
- Organisational and site standards, policies and procedures for sustainable forestry practices.

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Competency is to be assessed in the workplace or other equivalent or suitable environment that accurately reflects performance in a real workplace setting.

Assessor requirements

Assessors must:

- Hold the appropriate assessor competency standards as outlined in regulations; and
- be able to demonstrate vocational competencies at least to the level being assessed; and
- be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and assessor competence.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPCOT5202 Manage forestry information and interpretations programs

Modification History

Release	Comment
1	Replaces equivalent unit FPICOT5202B Manage forestry information and interpretations programs which was first released with FPI11 Forest and Forest Products Training Package Version 2.2.

Application

This unit of competency describes the outcomes required to plan, promote and review forestry information and interpretation programs which can be delivered to internal and external client groups. Programs aim to enhance an understanding of forest growing and management practices.

The unit applies to job roles including Community Liaison Officer, Designer (Manufacturing and Engineered Wood Products), Environmental Planner and Manager, Forest/Timber Harvester, Forest Auditor or Forest Planner, Forest Sustainability Manager, Forestry Manager, General Manager, Plantation Manager, Sustainability Manager, Technical Forester, Technical Services Officer, Technical Services Manager and Value Recovery Officer.

No licensing, legislative, regulatory, or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil.

Unit Sector

Common Technical

Elements and Performance Criteria

ELEMENTS	**PERFORMANCE CRITERIA**
Elements describe the	*Performance criteria describe the performance needed to*

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ELEMENTS *essential outcomes.*	**PERFORMANCE CRITERIA** *demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.*
1. Identify program strategies	1.1 Source information relevant to information and interpretation programs. 1.2 Monitor trends and developments to provide effective information and interpretation programs. 1.3 Evaluate industry trends, client needs, community issues and organisational practices. 1.4 Determine objectives and strategies for information and interpretation programs to meet client groups and organisational needs.
2. Plan information and interpretation programs	2.1 Determine and develop program topics in consultation with appropriate personnel. 2.2 Integrate information and interpretation programs with other relevant organisational programs and activities. 2.3 Determine and document measurable performance indicators to judge program effectiveness. 2.4 Clearly document plan and performance indicators and communicate to appropriate personnel.
3. Promote and monitor information and interpretation programs	3.1 Promote information and interpretation programs to appropriate client groups, in line with documented plan and organisational procedures. 3.2 Establish and implement program monitoring mechanisms. 3.3 Monitor promotional activities in consultation with client groups and appropriate personnel.
4. Evaluate programs	4.1 Evaluate programs against documented plan and objectives and data from monitoring activities 4.2 Analyse programs to verify effectiveness in meeting objectives and to identify future program improvements. 4.3 Prepare recommendations for future programs based on consultation and analysis.

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Foundation Skills

This section describes those core and employment skills that are essential to performance and are not explicit in the performance criteria.	
Oral communication skills to:	• Hold high-level consultative discussions to generate ideas for and negotiate content of information and interpretation programs.
Reading skills to:	• Interpret complex information in a range of internal and external source documents to plan information and interpretation programs.
Writing skills to:	• Develop and document comprehensive program plans. • Clearly articulate key performance indicators in quantifiable language. • Report on effectiveness of programs and potential improvements including rationale for recommendations.
Planning and organising skills to:	• Source, collect and organise a range of data to inform program content • Plan and manage own timing and productivity to plan, implement and evaluate information and interpretation programs.
Technology skills to:	• Use a computer, keyboard and software to prepare program plans, content and promotional material.

Unit Mapping Information

FPICOT5202B Manage forestry information and interpretations programs

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPCOT5202 Manage forestry information and interpretations programs

Modification History

Release	Comment
1	Replaces equivalent unit FPICOT5202B Manage forestry information and interpretations programs which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. Assessment requirements now specify the performance and knowledge evidence, as well as assessment conditions for this unit of competency. These sections simplify and replace components used in the previous unit format, including 'Required Skills and Knowledge, Evidence Guide and Range Statement'.

Performance Evidence

A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit, and must be able to provide evidence that they can:

- Develop, promote and evaluate information and interpretation programs for at least one client group to be chosen from the following list:
  - people at any level in the organisation who operate within or for the forest
  - people outside the organisation who operate within or for the forest
  - people affected by organisational decisions or actions
  - people to whom the organisation provides programs to meet public and social accountability requirements
  - school children
  - people with an interest in the forest.
- For the above program/s, develop and document comprehensive program plans incorporating:
  - measurable objectives
  - key program topics
  - key performance indicators and mechanisms to evaluate programs
  - promotional methods and activities.

Knowledge Evidence

A person competent in this unit must be able to demonstrate knowledge of:

- Trends in community perception of forest growing and management practices

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- Aims of providing information and interpretation programs to a range of client groups, including the following:
  - people at any level in the organisation who operate within or for the forest
  - people outside the organisation who operate within or for the forest
  - people affected by organisational decisions or actions
  - people to whom the organisation provides programs to meet public and social accountability requirements
  - school children
  - people with an interest in the forest
- Common attributes of those client groups, including :
  - information and learning needs and quality expectations
  - program topics of interest
  - characteristics, including language, literacy and numeracy skills, cultural background, and previous experience and knowledge
- Role of interpretation in creating a powerful learning experience
- Current interpretive theory, delivery methods, activities and media
- Features and benefits of different delivery strategies that may be used, including the following:
  - face-to face
  - in the field
  - classroom delivery
  - community visits
  - computer-based presentation techniques and tools
  - seminars
  - talks
  - lectures
  - information in in-house publications
  - exhibitions
- Format, content and use of plans for the delivery of information and interpretation programs
- Features, benefits and practical application of promotional activities commonly used to promote information and interpretation programs internally and externally, including the following media:
  - advertising
  - brochures
  - in-house promotions
  - public relations activities
  - websites
  - social media
  - trade and consumer shows and community events
  - signage and display

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- Creative writing techniques used for the content of promotional materials
- Ways to express performance indicators in quantifiable language
- Methods to evaluate program effectiveness against plans, aims and performance indicators

Assessment Conditions

The following resources must be made available:

- Computers, keyboards, printers and software used to document plans and reports, to prepare promotional material and to evaluate program effectiveness

Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting.

Assessor requirements

Assessors must:

- Hold the appropriate assessor competency standards as outlined in regulations; and
- be able to demonstrate vocational competencies at least to the level being assessed; and
- be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and assessor competence.
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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPCOT5203 Manage installation and commissioning of equipment

Modification History

Release	Comment
1	Replaces equivalent unit FPICOT5203B Manage installation and commissioning of equipment, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format.

Application

This unit of competency describes the outcomes required to plan and manage the installation and commissioning of equipment to ensure compliance with budgetary, legal and contractual requirements.

The unit applies to managers or supervisors of timber manufacturing facilities where acquisition of new equipment is required to update or extend existing production targets.

Licensing, legislative, regulatory or certification requirements apply to this unit but may differ according to state or territory jurisdiction. Refer to state or territory licensing body.

Pre-requisite Unit

Nil

Unit Sector

Timber Manufactured Products

Sawmilling and Processing

Elements and Performance Criteria

ELEMENTS *Elements describe the essential outcomes.*	**PERFORMANCE CRITERIA** *Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.*

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ELEMENTS	PERFORMANCE CRITERIA
1. Prepare installation plan	1.1 Prepare written plan for installation and commissioning of specified equipment including management and reporting procedures. 1.2 Check equipment specifications for intended operating conditions and document specifications.
2. Coordinate and monitor installation compliance	2.1 Coordinate arrangements for installing and commissioning equipment including required legal, insurance and safety requirements. 2.2 Coordinate contract arrangements for installation and commissioning of equipment in line with organisational procedures. 2.3 Monitor installation process, including testing, and ensure compliance with contractual requirements. 2.4 Address variations to ensure installation meets specification requirements.
3. Manage installation schedules, legalities and budgets	3.1 Monitor and ensure compliance with legal, environmental and organisational safety procedures for installing and commissioning equipment and systems. 3.2 Monitor installation process to ensure compliance with installation specifications, schedule and budget. 3.3 Adjust budget and scheduling processes in line with variations. 3.4 Document and report deviations to appropriate personnel. 3.5 Document administration of regulatory requirements using formal organisational processes.
4. Conduct trials to confirm operating status of equipment	4.1 Trial run equipment operations and evaluate performance against requirements. 4.2 Adjust equipment to achieve performance outcome specifications. 4.3 Match equipment operating requirements to employee duties and communicate to appropriate personnel. 4.4 Complete and process appropriate records, including maintenance and machine specification documentation. 4.5 Assess completed work to confirm required specifications have been met. 4.6 Prepare records and reports on completed work in line with organisational procedures.

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Foundation Skills

This section describes those core and employment skills that are essential to performance and are not explicit in the performance criteria.	
Numeracy skills to:	• interpret and calculate complex numerical data in equipment specifications and budgets.
Reading skills to:	• interpret complex information in source documents including equipment specifications, testing requirements and supply contracts.
Writing skills to:	• develop and document comprehensive installation and commissioning plans and reports.
Planning and organising skills to:	• source, collect and organise data to inform installation and commissioning plans • plan and manage own timing and productivity to manage installations.
Problem-solving skills to:	• analyse budgetary and scheduling problems, consider various solutions and determine variations.
Technology skills to:	• use a computer, keyboard and software to prepare plans and reports.

Range of Conditions

Not Applicable

Unit Mapping Information

FPICOT5203B Manage installation and commissioning of equipment

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPCOT5203 Manage installation and commissioning of equipment

Modification History

Release	Comment
1	Replaces equivalent unit FPICOT5203B Manage installation and commissioning of equipment, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format. Assessment requirements now specify the performance and knowledge evidence, as well as assessment conditions for this unit of competency. These sections simplify and replace components used in the previous unit format, including Required Skills and Knowledge, Evidence Guide and Range Statement

Performance Evidence

A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit. If a specific volume or frequency is not stated below, then evidence must be provided that the following requirements have been performed on at least one occasion:

- develop comprehensive written plans for the installation and commissioning of equipment
- demonstrate how to commission equipment in line with the above plans including relevant legal, financial and technical documentation
- develop a comprehensive in-house maintenance schedule for equipment to be commissioned.

Knowledge Evidence

A person competent in this unit must be able to demonstrate knowledge of:

- legal, safety and insurance requirements for installing and commissioning equipment
- typical types of equipment subject to installation and commissioning and time taken to complete processes
- typical schedule of processes required to install and commission equipment:
  - installation
  - alignment and adjustment

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    - testing
    - operator training
- format and content of budgets for installation and commissioning of equipment
- format, content and use of:
    - plans for installation and commissioning of equipment
    - in-house maintenance specifications for equipment
- key components of contracts with suppliers:
    - terms and obligations of parties
    - terms of trade
    - exclusion clauses
    - dispute resolution clauses
    - termination of contracts
- typical services provided by suppliers of new equipment:
    - installation
    - alignment and adjustment
    - testing
    - operator training
    - backup support
- organisational procedures for documenting plans and reports.

Assessment Conditions

The following resources must be made available:

- computers, keyboards, printers and software used to document plans and reports
- comprehensive information about the equipment to be commissioned and installed to determine plans and testing requirements
- budgets for installation and commissioning of equipment
- supplier contracts
- template in-house maintenance specifications for equipment
- template plans for installation and commissioning of equipment
- organisational procedures for documenting plans and reports.

Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting.

Assessor requirements

Assessors must:

- hold the appropriate assessor competency standards as outlined in regulations; and
- be able to demonstrate vocational competencies at least to the level being assessed; and
- be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and assessor competence.

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FWPCOT5204 Organise enterprise maintenance programs

Modification History

Release	Comment
1	Replaces equivalent unit FPICOT5204B Organise enterprise maintenance programs, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format

Application

This unit of competency describes the outcomes required to plan preventative maintenance programs and to develop and implement schedules to minimise production downtime. Work is completed in a forest office setting.

The unit applies to managers or supervisors of timber manufacturing facilities where implementation of preventative maintenance programs for integrated and stand-alone equipment is required to meet production targets.

No licensing, legislative, regulatory, or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Timber Manufactured Products

Elements and Performance Criteria

ELEMENTS *Elements describe the essential outcomes.*	**PERFORMANCE CRITERIA** *Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.*
1. Verify	1.1 Check equipment specifications, service requirements and

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ELEMENTS	PERFORMANCE CRITERIA
maintenance requirements	recommended maintenance intervals. 1.2 Separate special maintenance requirements from normal lubrication, adjustment and day-to-day maintenance requirements. 1.3 Identify organisational production requirements and equipment use.
2. Establish maintenance systems	2.1 Identify costs for labour, and charges for equipment and consumables based on equipment manufacturer recommendations. 2.2 Document production interruptions and processes for shutdown period. 2.3 Specify internal and external maintenance providers. 2.4 Analyse maintenance system options and report recommendations to appropriate personnel. 2.5 Obtain approvals for maintenance system concepts and resources. 2.6 Analyse existing maintenance schedules to determine improvements and develop updated maintenance program and schedule.
3. Organise maintenance schedules	3.1 Check production schedules and staff rosters to determine optimal shutdown period for maintenance activities. 3.2 Allocate employees with required competencies to maintenance activities. 3.3 Develop detailed maintenance work plans in line with production schedules, and availability of expertise and resources. 3.4 Obtain approvals to schedule maintenance according to optimal shutdown period. 3.5 Refine work plans to maintain production outputs. 3.6 Procure and coordinate internal and external equipment, consumables and expertise to meet maintenance work schedule.
4. Coordinate maintenance activities	4.1 Coordinate implementation of maintenance activities to meet maintenance work schedule. 4.2 Take appropriate readings, measurements and recordings and compare to equipment specifications. 4.3 Identify and monitor areas requiring further testing, and make recommendations to appropriate personnel. 4.4 Adjust and record maintenance work schedules according to approved recommendations. 4.5 Complete maintenance records and reports and forward to

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ELEMENTS	PERFORMANCE CRITERIA
	appropriate personnel.

Foundation Skills

This section describes those core and employment skills that are essential to performance and are not explicit in the performance criteria.	
Numeracy skills to:	• complete complex calculations involving production downtime, required time and costs for labour, equipment and consumables for maintenance activities • interpret and record complex numerical data associated with testing equipment.
Reading skills to:	• interpret complex information in source documents to plan maintenance:
Writing skills to:	• develop and document comprehensive maintenance schedules in a style and format easily understood by production and other personnel • clearly and accurately record and report on maintenance outcomes.
Planning and organising skills to:	• source, collect and organise data to inform maintenance schedules • plan and manage own timing and productivity to complete initial and amended maintenance schedules.
Problem-solving skills to:	• analyse scheduling problems, consider various solutions and make adjustments.
Technology skills to:	• use a computer, keyboard and software to prepare maintenance schedules and reports.

Range of Conditions

Not Applicable

Unit Mapping Information

FPICOT5204B Organise enterprise maintenance programs

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Links

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Assessment Requirements for FWPCOT5204 Organise enterprise maintenance programs

Modification History

Release	Comment
1	Replaces equivalent unit FPICOT5204B Organise enterprise maintenance programs, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format. Assessment requirements now specify the performance and knowledge evidence, as well as assessment conditions for this unit of competency. These sections simplify and replace components used in the previous unit format, including Required Skills and Knowledge, Evidence Guide and Range Statement

Performance Evidence

A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit. If a specific volume or frequency is not stated below, then evidence must be provided that the following requirements have been performed on at least one occasion:

- develop and document whole of organisational maintenance schedules for an operational period of three months
- develop work plans for the maintenance of individual pieces of static equipment to include:
  - maintenance sequence
  - use of consumables
  - labour requirements
- take appropriate readings, measurements and recordings and compare to equipment specifications.

Knowledge Evidence

A person competent in this unit must be able to demonstrate knowledge of:

- types of organisational equipment subject to maintenance and time taken to complete processes

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- features of different types of maintenance:
  - scheduled proactive
  - unscheduled reactive
  - emergency repairs
- methods used to schedule maintenance to minimise production downtime and according to availability of maintenance staff and equipment
- format, content and use of:
  - maintenance schedules
  - maintenance work plans
  - maintenance records and reports
- location and key aspects of :
  - manufacturers' equipment specifications including those for service requirements and maintenance intervals
  - testing and certification requirements and schedules for organisational equipment
- sources of information on:
  - costs for maintenance labour, equipment and consumables
  - staff maintenance skills
  - organisational production schedules
- organisational procedures specific to planning and completing maintenance:
  - communication reporting lines
  - recording and reporting maintenance schedules, work plans and outcomes.

Assessment Conditions

The following resources must be made available:

- computers, keyboards, printers and software used to document maintenance schedules and reports
- equipment for which tests are conducted
- measuring equipment used to test equipment readings
- manufacturers' equipment specifications including those for service requirements and maintenance intervals
- production schedules and staff rosters
- information on costs for maintenance labour, equipment and consumables
- template documents:
  - maintenance schedules
  - maintenance work plans
  - maintenance records and reports
- organisational procedures for planning and completing maintenance.

Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting.

Assessor requirements

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Assessors must:

- hold the appropriate assessor competency standards as outlined in regulations; and
- be able to demonstrate vocational competencies at least to the level being assessed; and
- be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and assessor competence.

Links

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FWPCOT5205 Develop biohazard contingency plans

Modification History

Release	Comment
1	Replaces equivalent unit FPICOT5205A Develop biohazard contingency plans which was first released with FPI11 Forest and Forest Products Training Package Version 2.2.

Application

This unit of competency describes the outcomes required to develop plans to manage the risk of biohazard incidents involving fungal, viral, bacterial, insect and vertebrate infestations. Plans are developed to ensure hazards are controlled and that any infestation has minimal social, economic and environmental impact. The unit applies to the full scope of forest and wood products industry workplaces and to operations of all sizes.

The unit applies to job roles including Environmental Planners and Managers, Forest/Timber Harvester, Forest Planner, Forest Sustainability Manager, Forestry Manager, General Manager, Plantation Manager, Sustainability Manager and Technical Forester.

No licensing, legislative, regulatory, or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil.

Unit Sector

Common Technical

Elements and Performance Criteria

ELEMENTS *Elements describe the essential outcomes.*	**PERFORMANCE CRITERIA** *Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.*

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ELEMENTS	PERFORMANCE CRITERIA
1. Review legal and system requirements	1.1 Identify legal, safety and environmental protection requirements for managing biohazards. 1.2 Review traceability chain for biohazard documentation to ensure compliance with appropriate standards. 1.3 Evaluate organisational biohazard contingency management practices. 1.4 Identify communication protocols for inclusion in the contingency plan.
2. Prepare a contingency plan	2.1 Identify the range of potential biohazards present in organisational operations. 2.2 Estimate potential social, economic and environmental impacts of biohazard infestations. 2.3 Complete risk assessment for the potential of biohazard infestations. 2.4 Develop controls and action plans to limit the spread of infestation in that event; include in the contingency plan. 2.5 Review operational procedures to ensure adequate risk controls and contingency plan are in place. 2.6 Identify routine infestation treatments and action plans for inclusion in contingency plan. 2.7 Incorporate communication protocols in the contingency plan. 2.8 Document training and induction processes for workforce involved with the implementation of risk controls.
3. Ensure effectiveness of contingency plan	3.1 Organise support and resources to enable the ongoing functionality of the contingency plan. 3.2 Implement continuous improvement processes to ensure plan remains effective and gain approval for changes. 3.3 Monitor activities on an ongoing basis to identify potential biohazard incidents and implement changes to plan.

Foundation Skills

This section describes those core and employment skills that are essential to performance and are not explicit in the performance criteria.	
Numeracy skills to:	• Calculate complex numerical data to establish economic impacts of

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	biohazard infestations.
Reading skills to:	• Interpret complex information in a range of internal and external source documents to develop effective biohazard contingency plans.
Writing skills to:	• Develop and document comprehensive biohazard contingency plans in a style and format easily understood by the full scope of organisational employees.
Planning and organising skills to:	• Source, collect and organise a range of data to inform biohazard contingency plans. • Plan and manage own timing and productivity to complete initial and amended plans.
Technology skills to:	• Use a computer, keyboard and software to prepare biohazard contingency plans.

Unit Mapping Information

FPICOT5205A Develop biohazard contingency plans

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPCOT5205 Develop biohazard contingency plans

Modification History

Release	Comment
1	Replaces equivalent unit FPICOT5205A Develop biohazard contingency plans which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. Assessment requirements now specify the performance and knowledge evidence, as well as assessment conditions for this unit of competency. These sections simplify and replace components used in the previous unit format, including 'Required Skills and Knowledge, Evidence Guide and Range Statement'.

Performance Evidence

A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit, and must be able to provide evidence that they can:

- Develop a comprehensive written plan to manage the risk of biohazard incidents involving fungal, viral, bacterial, insect and vertebrate infestations.
- Incorporate these inclusions in the plan:
  - risk assessment for the potential of biohazard infestations from operational activities
  - estimates of social, economic and environmental impacts of biohazard infestations
  - routine infestation treatments and action plans to avoid infestations
  - controls and action plans which would be used in the event of an infestation to limit the spread
  - training and induction processes to communicate responsibilities for implementing plans.
- Organise required support and resources
- Review plan and incorporate improvements

Knowledge Evidence

A person competent in this unit must be able to demonstrate knowledge of:

- Purpose and key content and of applicable commonwealth, state or territory legislation and regulation relevant to managing biohazards and controlling infestations.
- Industry and organisational standards for managing the traceability chain of biohazard documentation.

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- Characteristics of a range of potential biohazards present in forest and wood products industry operations, including:
  - fungal hazards
  - viral hazards
  - bacterial hazards
  - insect hazards
  - vertebrate hazards.
- Methods used to control biohazard infestations and limit the spread, including:
  - eradication
  - quarantine
  - fumigation
  - use of pesticides
  - use of biological controls
  - culling of infected plants.
- Economic impacts of biohazard infestations and methods used to estimate monetary losses, including:
  - loss of forest values
  - loss of current markets
  - loss of potential markets
  - damage to trading status.
- Key features of social and environmental impacts of biohazard infestations.
- Purpose, format, content and use of biohazard contingency plans.
- Methods used to train personnel on the content of biohazard contingency plans and their role in implementing it.
- Organisational procedures for documenting and communicating plans.

Assessment Conditions

The following resources must be made available:

- Computers, keyboards, printers and software used to prepare a biohazard contingency plan.
- Applicable commonwealth, state or territory legislation and regulations relevant to managing biohazards and controlling infestations.
- Industry and organisational standards for managing the ***traceability chain*** of biohazard documentation.
- Operational procedures for managing risks of biohazard infestations.
- Worksheets and proformas commonly used to develop, implement, monitor and evaluate a biohazard contingency plan.
- Organisational procedures for documenting and communicating plans.

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Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting.

Assessor requirements

Assessors must:

- Hold the appropriate assessor competency standards as outlined in regulations; and
- be able to demonstrate vocational competencies at least to the level being assessed; and
- be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and assessor competence.
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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPCOT5206 Implement forestry chain of custody certification system

Modification History

Release	Comments
Release 2	This version released with FWP Forest and Wood Products Training Package Version 3.0.
Release 1	This version released with FWP Forest and Wood Products Training Package Version 2.0.

Application

This unit of competency describes the outcomes required to manage operational logistics to implement forestry chain of custody certification systems for certified wood and forest products. It can apply to the full scope of forestry industry workplaces and to operations of all sizes.

The unit applies to job roles including Forest/Timber Harvester, Forest Planner, Forest Sustainability Manager, Forestry Manager, General Manager, Plantation Manager, Sustainability Manager, Technical Forester, Technical Services Officer, and Technical Services Manager.

No licensing, legislative, regulatory, or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Common Technical

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA

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ELEMENTS *Elements describe the essential outcomes.*	**PERFORMANCE CRITERIA** *Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.*
1. Confirm system requirements	1.1 Identify key requirements of relevant laws to confirm understanding and ensure consistency of interpretation and application to chain of custody requirements. 1.2 Clarify the relationship between chain of custody certification and forestry certification systems to ensure integration and compatibility of both systems. 1.3 Review traceability chain for documentation to ensure compliance with appropriate standards. 1.4 Review chain of custody certification system manual for applicability to work areas within the organisation.
2. Comply with system requirements	2.1 Arrange internal auditors for chain of custody system and conduct appropriate training. 2.2 Distribute traceability chain records and instruct appropriate personnel on how to enter relevant information. 2.3 Conduct training and induction on chain of custody certification system manual for work areas covered by the chain of custody system. 2.4 Manage chain of custody activities and audits across work areas to minimise non-compliance. 2.5 Report incidents of non-compliance in line with legal and organisational requirements. 2.6 Complete traceability chain records and store in line with chain of custody certification system manual requirements. 2.7 Report inadequacies in chain of custody certification system manual which may contribute to non- compliance.
3. Provide system support	3.1 Incorporate audit recommendations into a system improvement plan to rectify non-compliances and improve processes. 3.2 Contribute to continuous improvement process to ensure system remains effective.
4. Document the operation and monitoring of the system	4.1 Prepare information on system operation and disseminate to relevant internal and external personnel in line with system communication plan. 4.2 Periodically prepare reports on system operation identifying operational problems and disseminate to relevant internal and

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ELEMENTS	PERFORMANCE CRITERIA
	external personnel. 4.3 Prepare reports on any identified breaches of compliance and disseminate to relevant internal and external personnel.

Foundation Skills

This section describes those core and employment skills that are essential to performance and are not explicit in the performance criteria.	
Oral communication skills to:	• Provide clear unambiguous instructions on the chain of custody system and its requirements to the full scope of organisational employees.
Reading skills to:	• Interpret complex and sometimes unfamiliar information to ensure compliance with chain of custody certification systems: • laws or plain English equivalent documents • Australian Standards • internal system manuals • audit reports.
Writing skills to:	• Develop and document comprehensive information in chain of custody records and reports.
Planning and organising skills to:	• Source, collect and organise a range of data to inform compliance activities. • Efficiently and logically manage operational logistics for organisational compliance with chain of custody certification systems.
Technology skills to:	• Use a computer, keyboard and software to prepare and maintain records and reports.

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FWPCOT5206 Implement forestry chain of custody certification system Release 2	FWPCOT5206 Implement forestry chain of custody certification system Release 1	Minor typographical errors corrected	Equivalent unit

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPCOT5206 Implement forestry chain of custody certification system

Modification History

Release	Comments
Release 2	This version released with FWP Forest and Wood Products Training Package Version 3.0.
Release 1	This version released with FWP Forest and Wood Products Training Package Version 2.0.

Performance Evidence

A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit, and must be able to provide evidence that they can:

- Coordinate all aspects of a chain of custody certification system to ensure traceability of chain of custody system documentation and compliance with appropriate standards.
- Develop and deliver one training session for operators in one work area on chain of custody systems and their role in completing and lodging required documentation.
- Develop and deliver internal auditor training to three internal auditors.
- Coordinate all processes for one internal chain of custody certification system audit including:
  - preparation of all required documents
  - responding to audit reports and providing clear evidence of remedial actions taken for non-compliant issues.
- Complete the following reports:
  - system improvement plan for an audit
  - a report on periodic system operation
  - a report on breaches of compliance.

Knowledge Evidence

A person competent in this unit must be able to demonstrate knowledge of:

- Purpose and key content and of the Illegal Logging Prohibition Act 2012 or superseding law.
- Purpose and key content of forestry certification standards and systems:
  - Australian Standard (AS) 47072006 Chain of custody for certified wood and forest products

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    - Forestry Stewardship Council.
- Contents, at an in-depth level of understanding, and use of the chain of custody systems manual.
- Industry and organisational standards for managing the traceability chain of custody certification system documents.
- Format, content and use of documents and register used for certification, audit and quality purposes, including:
    - timber source documents
    - processing records
    - quality records
    - numbering and labelling documents.
- Internal audit processes, including:
    - purpose of internal audits
    - scheduling requirements for audits
    - role of internal auditors
    - process for preparing and presenting required documents
    - requirements for and methods of responding to non-compliances and process improvements identified by audit.
- Organisational and legal requirements for reporting incidents of non-compliance.
- Format, content and use of the following plans and reports:
    - audit reports
    - system improvement plans
    - reports on system operation
    - reports on breaches of compliance.
- Organisational standards, requirements, policies and procedures for implementing forestry chain of custody certification system.

Assessment Conditions

The following resources must be made available:

- Computers, keyboards, printers and software used to prepare chain of custody records and reports.
- Chain of custody systems manual.
- Template documents and register used for certification, audit and quality purposes:
    - timber source documents
    - processing records
    - quality records
    - numbering and labelling documents.
- Documents and proformas commonly used for chain of custody certification systems, including:
    - audit reports

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  - improvement plans
  - periodic reports on system operation
  - reports on breaches of compliance.
- Australian Standard (AS) 47072006 Chain of custody for certified wood and forest products.
- Forestry Stewardship Council certification documents.
- Illegal Logging Prohibition Act 2012 or superseding law or plain English documents issued by the government regulator.
- organisational standards, requirements, policies and procedures for implementing forestry chain of custody certification system.

Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting.

Assessor requirements

Assessors must:

- hold the appropriate assessor competency standards as outlined in regulations; and
- be able to demonstrate vocational competencies at least to the level being assessed; and
- be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and assessor competence.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPCOT5207 Implement sustainability in the workplace

Modification History

Release	Comment
1	Replace equivalent unit FPICOT5207A Implement sustainability in the workplace which was first released with FPI11 Forest and Forest Products Training Package Version 2.2

Application

This unit of competency describes the outcomes required to manage the implementation of sustainability policy and practice. It can apply to the full scope of forest and wood products industry workplaces and to operations of all sizes.

The unit applies to job roles including Community Liaison Officer, Designer (Manufacturing and Engineered Wood Products), Environmental Planner and Manager, Forest/Timber Harvester, Forest Auditor or Forest Planner, Forest Sustainability Manager, Forestry Manager, General Manager, Plantation Manager, Sustainability Manager, Technical Forester, Technical Services Officer, Technical Services Manager and Value Recovery Officer.

No licensing, legislative, regulatory, or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil.

Unit Sector

Common Technical

Elements and Performance Criteria

ELEMENTS	**PERFORMANCE CRITERIA**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of*

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ELEMENTS	**PERFORMANCE CRITERIA** *conditions.*
1. Participate in the review of sustainability practices	1.1 Review existing policies and workplace processes and procedures for incorporation of workplace sustainability practices. 1.2 Provide information to assist in defining scope of workplace sustainability requirements. 1.3 Document recommendations and provide feedback for changes to policies, processes and procedures. 1.4 Provide feedback on draft policy and strategies to effectively integrate sustainability within operational area/s.
2. Prepare for implementation	2.1 Assess sustainability policy and implementation requirements in consultation with appropriate personnel. 2.2 Determine appropriate targets and indicators in consultation with appropriate personnel. 2.3 Determine resource requirements and implementation timelines. 2.4 Identify processes and develop action plans to facilitate policy implementation.
3. Manage the implementation process	3.1 Communicate sustainability policy, changes to processes and procedures, targets and indicators resulting from new sustainability policy. 3.2 Provide support to staff to meet sustainability responsibilities. 3.3 Monitor achievements against action plans and update plans as required. 3.4 Develop processes to continually review effectiveness of sustainability policy and practices.
4. Evaluate implementation of sustainability policy and practice	4.1 Evaluate targets and indicators and assess performance on an ongoing basis. 4.2 Seek feedback from staff on ability to meet targets. 4.3 Evaluate changing trends and consider opportunities for improved sustainability policy and practice. 4.4 Develop reports on evaluation recommending improvements.

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Foundation Skills

This section describes those core and employment skills that are essential to performance and are not explicit in the performance criteria.	
Oral communication skills to:	• Provide clear unambiguous instructions on sustainability policy content, processes, procedures, targets and indicators to operational staff members.
Reading skills to:	• Interpret complex and unfamiliar sustainability policy, implementation plans and targets and indicators.
Writing skills to:	• Develop and document comprehensive action plans and evaluation reports including rationale for recommended changes to policy.
Planning and organising skills to:	• Source, collect and organise a range of data about performance against targets. • Efficiently and logically manage logistics for implementing sustainability policy and practice.
Technology skills to:	• Use a computer, keyboard and software to prepare and maintain records and reports.

Unit Mapping Information

FPICOT5207A Implement sustainability in the workplace

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPCOT5207 Implement sustainability in the workplace

Modification History

Release	Comment
1	Replaces equivalent unit FPICOT5207A Implement sustainability in the workplace which was first released with FPI11 Forest and Forest Products Training Package Version 2.2 Assessment requirements now specify the performance and knowledge evidence, as well as assessment conditions for this unit of competency. These sections simplify and replace components used in the previous unit format, including 'Required Skills and Knowledge, Evidence Guide and Range Statement'.

Performance Evidence

A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit, and must be able to provide evidence that they can:

- Assess the contents of a sustainability policy to:
  - document an implementation plan
  - communicate changes to operational processes and procedures to staff members
  - communicate targets and indicators to staff members
- Monitor workplace achievements against action plan and targets.
- Complete a comprehensive written report evaluating effectiveness of policy and recommended improvements.

Knowledge Evidence

A person competent in this unit must be able to demonstrate knowledge of:

- Features, at an in-depth level of understanding, of different aspects of sustainability:
  - economic
  - social
  - environmental.
- Workplace practices that incorporate economic, social and environmental sustainability approaches.
- Impacts of forest and wood products industry production process on the environment and environmental protection practices, at an in-depth level of understanding, for the following:
  - reducing water and energy use

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  - cleaning of plant, tools and equipment
  - disposing of, recycling and reusing timber and other waste
  - reducing use of toxic materials and hazardous chemicals.
  - minimising resource use through changes in process, facility design and management
- Content of the sustainability policy
- Operational processes and procedures
- Change management principles and methods for implementing sustainability policy and practices.
- Types of targets and performance indicators for effectiveness of sustainability practices and methods of communicating these to team members.
- Methods to monitor performance against targets.
- Format, content and use of:
  - implementation action plans
  - evaluation reports.
- Organisational procedures for recording and reporting evaluation outcomes.

Assessment Conditions

The following resources must be made available:

- Computers, keyboards, printers and software used to prepare and maintain records and reports.
- Documents and proformas commonly used to implement and evaluate action plans.
- Organisational sustainability policy.

Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting.

Assessor requirements

Assessors must:

- Hold the appropriate assessor competency standards as outlined in regulations; and
- be able to demonstrate vocational competencies at least to the level being assessed; and
- be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and assessor competence.
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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPCOT5208 Build and maintain community relationships

Modification History

Release	Comment
1	Replaces equivalent unit FPICOT5208B Build and maintain community relationships unit which was first released with FPI11 Forest and Forest Products Training Package Version 2.2.

Application

This unit of competency describes the outcomes required to build and maintain community relationships. It includes setting parameters for relationships and partnerships, providing information about community engagement and building the community engagement capacity within the organisation. It can apply to the full scope of forest and wood products industry workplaces and to operations of all sizes.

The unit applies to job roles including Community Liaison Officers, Designer (Manufacturing and Engineered Wood Products), Environmental Planners and Managers, Forest/Timber Harvester, Forest Auditor or Forest Planner, Forest Sustainability Manager, Forestry Manager, General Manager, Plantation Manager, Sustainability Manager, Technical Forester, Technical Services Officer, Technical Services Manager and Value Recovery Officer.

No licensing, legislative, regulatory, or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil.

Unit Sector

Common Technical

Elements and Performance Criteria

ELEMENTS	**PERFORMANCE CRITERIA**
Elements describe the	*Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised*

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ELEMENTS *essential outcomes.*	**PERFORMANCE CRITERIA** *text is used, further information is detailed in the range of conditions.*
1. Set parameters for community relationships or partnerships	1.1 Utilise a community engagement framework to assist in analysing and setting parameters for community relationships or partnerships. 1.2 Establish purpose and parameters for various community relationships or partnerships in consultation with relevant community stakeholders. 1.3 Use a range of strategies and opportunities appropriate to both individual and community needs.
2. Provide information relating to community engagement	2.1 Assess current community understandings of the organisation. 2.2 Communicate information about rights and responsibilities of individuals and communities to relevant personnel. 2.3 Communicate opportunities for community involvement in organisational processes and decision making, by using methods appropriate for the diverse needs of the community.
3. Build community engagement capacity	3.1 Tap into informal and formal community networks to strengthen local capital and to ensure ongoing capacity. 3.2 Manage dynamics within and across relationships or partnerships. 3.3 Allocate resources to manage partnerships and community relationships. 3.4 Identify barriers to community engagement and formulate and implement solutions in line with the community context. 3.5 Implement mechanisms for communities to raise their own issues with the organisation, in line with the community context. 3.6 Promote and resource strategies to build community capacity.
4. Document and report on community relationships or partnerships	4.1 Report outcomes of community relationships or partnerships to relevant stakeholders. 4.2 Provide feedback to participants on how the outcomes have informed planning or decision making. 4.3 Review extent of community engagement capacity in light of outcomes.

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Foundation Skills

This section describes those core and employment skills that are essential to performance and are not explicit in the performance criteria.	
Learning skills to:	• Continually update knowledge of individual and community perceptions and concerns with the organisation's practices.
Oral communication skills to:	• Interact appropriately with a variety of community partners to explain complex and formal policies. • Establish and foster transparent, trusting relationships or partnerships with individuals and communities. • Work with diverse communities using a range of communication styles to suit different audiences and purposes.
Writing skills to:	• Write recommendations and prepare community engagement reports requiring complex language structures and precision of expression. • Prepare community engagement information requiring the presentation of complex information, using simple language structures and precision of expression.
Planning and organising skills to:	• Coordinate community engagement, including relationship building, networking, negotiation, conflict management and risk management. • Maintain multiple and potentially conflicting relationships or partnerships.
Problem-solving skills to:	• Mediate, negotiate and attempt to obtain consensus between parties. • Use lateral thinking to provide solutions and overcome barriers to community engagement.
Technology skills to:	• Use a computer, keyboard and software to prepare correspondence with community stakeholders and to prepare organisational reports.

Unit Mapping Information

FPICOT5208B Build and maintain community relationships

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPCOT5208 Build and maintain community relationships

Modification History

Release	Comment
1	Replaces equivalent unit FPICOT5208B Build and maintain community relationships unit which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. Assessment requirements now specify the performance and knowledge evidence, as well as assessment conditions for this unit of competency. These sections simplify and replace components used in the previous unit format, including 'Required Skills and Knowledge, Evidence Guide and Range Statement'.

Performance Evidence

A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit, and must be able to provide evidence that they can:

- Document a strategy to engage with two different and diverse community groups. The strategy must work within a community engagement framework and cover:
  - characteristics and demographics of the local community
  - organisational opportunities for involvement of a local community
  - constraints and barriers to community engagement.
  - purpose and parameters for the relationship or partnership
  - benefits and constraints for both parties
  - rights and responsibilities of the community groups to engage in organisational decision making processes
  - how consultation and communication will occur between both parties
  - mechanisms for the community groups to raise their own issues with the organisation
  - how the organisation will build the capacity of the community groups to engage in with the organisation.

Knowledge Evidence

A person competent in this unit must be able to demonstrate knowledge of:

- Community engagement theory and principles.
- Strategies, practices and techniques for community engagement.
- Relationship and partnership building principles and techniques.

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- Communication styles appropriate for establishing and fostering transparent, trusting relationships or partnerships with individuals and communities.
- Leadership principles and the management of community engagement expectations.
- Strategies and processes for consultation with the community.
- Processes of individual advocacy and group advocacy.
- Organisational opportunities for community involvement.
- Constraints and barriers to community engagement.
- Demographic features of the local community, including:
  - socio-economic diversity
  - gender diversity
  - cultural mix
  - household structures
  - education levels
  - political orientations
  - religious beliefs
  - industry and business structures.
- Characteristics of local communities and factors affecting community engagement, such as:
  - dynamics of community
  - community power structures
  - big politics versus community politics (big 'P' v little 'p')
  - collaborations
  - formal and informal community networks, partnerships and lobby groups
  - strength and views publicised by business community and local media organisations.
- Organisational requirements, policies and procedures for the following:
  - building and maintaining community relationships
  - communication and media engagement.

Assessment Conditions

The following resources must be made available:

- Computers, keyboards, printers and software used to prepare correspondence with community stakeholders and to prepare organisational reports.
- Access to sources of local community data
- Current journals, Australian and international case studies on community engagement.
- Organisational policies and procedures for building and maintaining community relationships.

Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting.

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Assessor requirements

Assessors must:

- Hold the appropriate assessor competency standards as outlined in regulations; and
- be able to demonstrate vocational competencies at least to the level being assessed; and
- be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and assessor competence.
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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPCOT5209 Manage tree harvesting to minimise environmental impact

Modification History

Release	Comment
1	Replaces equivalent unit FPICOT5209B Manage tree harvesting to minimise environmental impact which was first released with FPI11 Forest and Forest Products Training Package Version 2.2

Application

This unit of competency describes the outcomes required to plan and manage tree harvesting to minimise environmental impact and by-product while maximising yields. It applies to a variety of settings including forest environment (native and plantation), agroforestry and farm forestry.

The unit applies to job roles including Environmental Planner and Manager, Forest/Timber Harvester, Forest Planner, Forest Sustainability Manager, Forestry Manager, Plantation Manager, Sustainability Manager, and Technical Forester.

No licensing, legislative, regulatory, or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil.

Unit Sector

Common Technical

Elements and Performance Criteria

ELEMENTS *Elements describe the essential outcomes.*	**PERFORMANCE CRITERIA** *Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.*

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ELEMENTS	PERFORMANCE CRITERIA
1. Develop tree harvesting plan	1.1 Analyse workplace health and safety (WHS), environmental and regulatory requirements for the design and operation of harvest activities. 1.2 Research and analyse tree harvesting requirements. 1.3 Consult stakeholders as an integral part of the planning process. 1.4 Identify and calculate available timber. 1.5 Develop tree harvesting plan to ensure maximum yields while minimising environmental impact and by-product. 1.6 Gain approval for plan and inform work teams.
2. Initiate pre-harvesting activities	2.1 Select appropriate personal protective and other equipment and check for operational effectiveness. 2.2 Install or identify buffer zones, protected areas and erosion control measures. 2.3 Acquire resources in line with plan requirements, and estimate equipment and resource requirements. 2.4 Apply for and gain planning permits and access permission.
3. Manage tree harvesting operations	3.1 Manage harvesting operational activities to comply with environmental and organisational requirements. 3.2 Monitor sustainability indicators for compliance with sustainability plan. 3.3 Rectify reported exceptions to work order and tree harvesting plan within legislative and planned timeframes.
4. Review tree harvesting operations	4.1 Report sustainability indicators for all harvesting stages, including pre- and post-harvesting, in line with organisational and contractual requirements. 4.2 Report performance indicators to appropriate stakeholders in line with legislative and contractual requirements. 4.3 Report sufficient feedback to provide data for assistance with planning of future harvesting.
5. Review tree harvesting plan	5.1 Analyse data from tree harvesting operations to assist with planning future harvesting operations. 5.2 Implement techniques to review effectiveness of harvesting operations in maximising yields and minimising environmental impact and by-product. 5.3 Use information to change harvesting plan as required.

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Foundation Skills

This section describes those core and employment skills that are essential to performance and are not explicit in the performance criteria.	
Numeracy skills to:	• Complete a range of complex calculations involving gross and nett spatial areas and volumes of extraction.

Oral communication skills to:	• Clearly represent complex harvest plans to others.
	• Ask open and closed probe questions and actively listen to:
	  • engage in a consultative process with others to generate and refine ideas
	  • seek feedback on proposed plan inclusions.

Reading skills to:	• Interpret complex and unfamiliar: • regulatory and environmental information affecting harvest plans • local authority zoning and approval documents.
Writing skills to:	• Document detailed and accurate harvesting plans and reports. • Complete detailed approval applications.
Planning and organising skills to:	• Plan and organise collection of all required information and manage own timing and productivity to complete plans and harvesting operations within deadlines.
Technology skills to:	• Use computers and software programs for documenting harvest plans and reports.

Unit Mapping Information

FPICOT5209B Manage tree harvesting to minimise environmental impact

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPCOT5209 Manage tree harvesting to minimise environmental impact

Modification History

Release	Comment
1	Replaces equivalent unit FPICOT5209B Manage tree harvesting to minimise environmental impact which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. Assessment requirements now specify the performance and knowledge evidence, as well as assessment conditions for this unit of competency. These sections simplify and replace components used in the previous unit format, including 'Required Skills and Knowledge, Evidence Guide and Range Statement'.

Performance Evidence

A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit, and must be able to provide evidence that they can:

- Develop a comprehensive written tree harvesting plan, to incorporate the following inclusions:
  - sustainability indicators
  - sustainability plan
  - workplace health and safety monitoring systems
  - certification scheme requirements
  - coupe size
  - calculation of available timber
  - key performance indicators
  - human resource requirements, equipment and resource requirement estimates
  - planning permits and access permission requirements
  - staff and contract work orders.
- Manage the harvesting operations according to the harvesting plan.
- Complete a post-harvesting report to include performance against key performance and sustainability indicators.

Knowledge Evidence

A person competent in this unit must be able to demonstrate knowledge of:

- Key content and application of applicable commonwealth, state, territory or local government regulations and codes of practice relevant to harvest operations.

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- Key content of applicable certification schemes, including:
  - Forest Stewardship Council
  - Australian Forestry Standard
  - ISO standards for environmental and other management systems.
- Land use zoning and land owning approval processes.
- Environmental protection practices for forest settings, including:
  - minimising temporary, short-term, long-term and permanent damage to natural vegetation and landscape
  - soil and water protection
  - safe disposal of waste material
  - cleaning plant, tools and equipment.
- Key sustainability indicators, including:
  - water quality
  - soil condition
  - native flora and fauna protection
  - maintenance of culturally significant landscapes, natural or anthropogenic formations and constructions.
- Principles of harvest planning and format, content and use of plans
- Methods used to calculate gross and net spatial areas and volumes of extraction
- Considerations for determining buffer zones, protected areas and erosion control measures
- Harvesting and extraction methods used to maximise yields while minimising environmental impact and by-product
- Workplace health and safety hazards, risks and control measures
- Organisational standards, policies and procedures for the design and operation of harvest activities, including:
  - workplace health and safety for harvesting operations
  - environmental protection
  - documenting harvesting plans
  - communication reporting lines for plans and reports.

Assessment Conditions

The following resources must be made available:

- Access to a coupe to conduct a harvesting operation
- Computers and software programs used for documenting harvesting plans and reports.
- Applicable commonwealth, state, territory or local government regulations and codes of practice relevant to harvest operations.
- Topographic maps for the site.
- Information on land use zonings and application forms.
- Documents and proformas commonly used for:
- harvesting plans
- post-harvesting reports

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- Organisational standards, policies and procedures for the design and operation of harvest activities.

Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting.

Assessor requirements

Assessors must:

- Hold the appropriate assessor competency standards as outlined in regulations; and
- be able to demonstrate vocational competencies at least to the level being assessed; and
- be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and assessor competence.
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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPCOT6201 Manage community engagement

Modification History

Release	Comment
1	Replaces equivalent unit FPICOT6201B Manage community engagement which was first released with FPI11 Forest and Forest Products Training Package Version 2.2

Application

This unit of competency describes the outcomes required to develop and implement plans for community engagement to achieve sustainable environmental, economic and community benefit.

This unit applies to job roles at a senior management level across the full scope of forest and wood products industry workplaces and to operations of all sizes.

No licensing, legislative, regulatory, or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil.

Unit Sector

Common Technical

Elements and Performance Criteria

ELEMENTS *Elements describe the essential outcomes.*	**PERFORMANCE CRITERIA** *Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.*
1. Scope need for community engagement	1.1 Develop a community engagement framework to assist in analysing and responding to issues that require community engagement.

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ELEMENTS	PERFORMANCE CRITERIA
	1.2 Identify organisational issues requiring community engagement and evaluate benefits of engaging community in consultation processes. 1.3 Define target community groups in line with identified issues and purpose of engagement. 1.4 Evaluate a range of community engagement strategies in line with identified issues and characteristics of target groups.
2. Develop community engagement plan	2.1 Establish purpose and objectives of community engagement in consultation with key stakeholders. 2.2 Design community engagement strategies that are relevant, achievable, measurable and flexible to allow for emergence of new ideas and options. 2.3 Identify barriers to community involvement, recognising community diversity, and develop strategies to address them. 2.4 Embed processes for communication, monitoring, reporting, feedback and evaluation in the plan. 2.5 Obtain relevant organisational commitment to and approval of community engagement plan.
3. Implement community engagement plan	3.1 Determine resource requirements and implementation timelines. 3.2 Communicate objectives and constraints of engagement to appropriate personnel and allocate resources, roles and responsibilities. 3.3 Identify and manage expectations of participants, provide information throughout engagement process and maintain community engagement. 3.4 Provide opportunities for individuals and communities to develop their capacity to engage with the organisation. 3.5 Implement mechanisms for communities to raise their own issues with the organisation. 3.6 Identify barriers to community engagement and formulate and implement solutions in line with the community context. 3.7 Implement feedback methods in line with plan and respond to maximise community participation.
4. Evaluate community engagement plan	4.1 Analyse feedback on quality and effectiveness of engagement strategies from appropriate personnel and community stakeholders. 4.2 Evaluate engagement outcomes against purpose and objectives. 4.3 Document and share outcomes with community stakeholders and

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ELEMENTS	PERFORMANCE CRITERIA
	key organisational personnel. 4.4 Provide feedback to participants on how the outcomes have informed organisational planning or decision making. 4.5 Prepare recommendations for future programs based on consultation and analysis.

Foundation Skills

This section describes those core and employment skills that are essential to performance and are not explicit in the performance criteria.	
Learning skills to:	• Continually update knowledge of individual and community perceptions and concerns with the organisation's practices.
Oral communication skills to:	• Interact appropriately with a variety of community groups to explain complex and formal policies. • Establish and foster transparent, trusting relationships or partnerships with individuals and communities. • Work with diverse communities using a range of communication styles to suit different audiences and purposes.
Writing skills to:	• Develop and document comprehensive plans requiring complex language structures and precision of expression. • Prepare community engagement information requiring the presentation of complex information, using simple language structures and precision of expression. • Develop comprehensive reports on engagement outcomes including recommendations and rationale for future improvements.
Planning and organising skills to:	• Coordinate community engagement, including relationship building, networking, negotiation and conflict management. • Maintain multiple and potentially conflicting relationships.
Numeracy skills to:	• Measure performance against engagement principles and indicators. • Analyse feedback on quality and effectiveness of engagement strategies. • Identify and interpret local community characteristics and demographics
Problem-solving skills to:	• Mediate, negotiate and attempt to obtain consensus between parties. • Use lateral thinking to provide solutions and overcome barriers to community engagement.

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Technology skills to:	• Use a computer, keyboard and software to prepare correspondence with community stakeholders and to prepare organisational plans and reports.

Unit Mapping Information

FPICOT6201B Manage community engagement

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPCOT6201 Manage community engagement

Modification History

Release	Comment
1	Replaces equivalent unit FPICOT6201B Manage community engagement which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. Assessment requirements now specify the performance and knowledge evidence, as well as assessment conditions for this unit of competency. These sections simplify and replace components used in the previous unit format, including 'Required Skills and Knowledge, Evidence Guide and Range Statement'.

Performance Evidence

A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit, and must be able to provide evidence that they can:

- Determine and report on:
  - local community characteristics and demographics
  - key community perceptions and concerns with organisational practice
  - organisational issues requiring community engagement
  - range of benefits of engaging community in consultation processes
  - organisational opportunities for community engagement
  - constraints and barriers to community engagement.
- Develop a community engagement framework to assist in analysing and responding to community engagement issues
- Document two community engagement plans for two different and diverse community groups containing the following information:
  - purpose, objectives and parameters for the community engagement
  - resource requirements and roles and responsibilities of organisational personnel
  - benefits and constraints for both parties
  - community engagement strategies
  - mechanisms for the community groups to raise their own issues with the organisation
  - how the organisation will build the capacity of the community groups to engage with the organisation
  - mechanisms for community feedback and methods of response.
- Implement and evaluate one of the above community engagement plans for the community group or participant sample.

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Knowledge Evidence

A person competent in this unit must be able to demonstrate knowledge of:

- Community engagement frameworks, including
  - core principles and indicators
  - standards
  - performance rating measures
  - types, methods and levels of engagement
  - communication modes
  - decision making mechanisms
- Key community perceptions and concerns with forest and wood products industry practice.
- Common forest and wood products industry issues requiring community engagement and range of benefits of engaging community in consultation processes.
- Community engagement theory and principles
- Strategies and techniques for community engagement
- Relationship and partnership building principles and techniques.
- Communication styles appropriate for establishing and fostering transparent relationships or partnerships with individuals and communities.
- Leadership principles and expectations management.
- Features, benefits and processes for a range of community engagement and consultation strategies.
- Organisational opportunities for community involvement.
- Constraints and barriers to community engagement.
- Processes of individual and group advocacy.
- Demographic features of the local community, including:
  - socio-economic diversity
  - gender diversity
  - cultural mix
  - household structures
  - education levels
  - political orientations
  - religious beliefs
  - industry and business structures.
- Characteristics of local communities and factors affecting community engagement, including:
  - dynamics of community
  - community power structures
  - big politics versus community politics (big 'P' v little 'p')
  - collaborations
  - formal and informal community networks, partnerships and lobby groups
  - strength and views publicised by business community and local media organisations.

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- Organisational requirements, policies and procedures for:
  - community engagement
  - communication and media engagement.

Assessment Conditions

The following resources must be made available:

- Computers, keyboards, printers and software used to prepare correspondence with community stakeholders and to prepare organisational plans and reports.
- Information on local community.
- Current journals, Australian and international case studies on community engagement.
- Organisational policies and procedures for community engagement.

Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting.

Assessor requirements

Assessors must:

- Hold the appropriate assessor competency standards as outlined in regulations; and
- be able to demonstrate vocational competencies at least to the level being assessed; and
- be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and assessor competence.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPCOT6202 Develop and manage a forestry chain of custody certification process

Modification History

Release	Comment
1	Replaces equivalent unit FPICOT6202B Develop and manage a forestry chain of custody certification process for the workplace which was first released with FPI11 Forest and Forest Products Training Package Version 2.2.

Application

This unit of competency describes the outcomes required to develop and manage a system for chain of custody certification for wood and forest products.

This unit applies to job roles at senior management level across the full scope of forestry industry workplaces and to operations of all sizes.

No licensing, legislative, regulatory, or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Common Technical

Elements and Performance Criteria

ELEMENTS *Elements describe the essential outcomes.*	**PERFORMANCE CRITERIA** *Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.*
1. Confirm certification requirements	1.1 Identify key requirements of relevant laws to confirm understanding and ensure consistency of interpretation and

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ELEMENTS	PERFORMANCE CRITERIA
	application to chain of custody requirements. 1.2 Clarify the relationship between chain of custody certification and forestry certification systems to ensure integration and compatibility of both systems. 1.3 Investigate each operational area for applicability to certification requirements under law and determine management system options. 1.4 Identify organisational requirements for traceability chain of documentation and all other required components.
2. Develop chain of custody certification system	2.1 Design all required components of certification system for effective and efficient operation and document all specifications. 2.2 Write a values statement, in consultation with senior managers, that outlines the organisation's commitment to certification. 2.3 Develop policies and procedures for completing and maintaining required traceability chain documents. 2.4 Develop policies and procedures for meeting reporting requirements. 2.5 Develop policies and procedures for auditing processes and managing and documenting breaches. 2.6 Document a process for evaluating system effectiveness. 2.7 Prepare a chain of custody certification systems manual to compile all documents. 2.8 Request authorised external entities to review chain of custody certification system and make any necessary adjustments.
3. Develop chain of custody certification system	3.1 Develop an implementation plan and budget and allocate resources, roles and responsibilities. 3.2 Develop strategies for promoting a positive organisational culture at all employee levels to ensure certification system effectiveness. 3.3 Appoint internal auditors for chain of custody system and coordinate training. 3.4 Develop an induction and training process for auditors, system managers and operational personnel. 3.5 Consult with system managers to ensure effective implementation of certification system. 3.6 Prepare operational reports and those for identified compliance breaches and disseminate to relevant internal personnel and external certification authorities.

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ELEMENTS	PERFORMANCE CRITERIA
4. Evaluate system	4.1 Monitor and review operation of certification system in line with system and regulatory requirements. 4.2 Analyse audit and other operational data. 4.3 Consult with auditors and system managers to seek feedback on operational effectiveness of system. 4.4 Make required changes to system based on consultation and analysis. 4.5 Prepare reports on review of certification system in line with system and regulatory requirements.

Foundation Skills

This section describes those core and employment skills that are essential to performance and are not explicit in the performance criteria.	
Numeracy skills to:	• Develop complex budgets for the implementation of certification systems across organisational operations.
Oral communication skills to:	• Provide clear and unambiguous information about certification requirements, policies and procedures to system managers. • Hold high-level consultative discussions to generate feedback on certification systems and ideas for changes.

Reading skills to:	• Interpret complex and sometimes unfamiliar information to ensure compliance with chain of custody certification systems:
	  • laws or plain English equivalent documents
	  • Australian Standards
	  • audit reports.

Writing skills to:	• Develop and document comprehensive plans requiring complex language structures and precision of expression. • Develop and document policies and procedures requiring the presentation of complex information, using simple language structures and precision of expression for use by the full scope of organisational employees.
Planning and organising skills to:	• Source, collect and organise a range of data to inform compliance activities. • Plan and organise collection of all required information and manage own timing and productivity to design and implement certification systems.
Technology skills	• Use a computer, keyboard and software to prepare and maintain plans, policies, procedures and reports.

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to:	

Unit Mapping Information

FPICOT6202B Develop and manage a forestry chain of custody certification process for the workplace

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPCOT6202 Develop and manage a forestry chain of custody certification process

Modification History

Release	Comment
1	Replaces equivalent unit FPICOT6202B Develop and manage a forestry chain of custody certification process for the workplace which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. Assessment requirements now specify the performance and knowledge evidence, as well as assessment conditions for this unit of competency. These sections simplify and replace components used in the previous unit format, including 'Required Skills and Knowledge, Evidence Guide and Range Statement'.

Performance Evidence

A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit, and must be able to provide evidence that they can:

- Investigate certification requirements for a given forestry industry organisation against:
  - Australian Standard (AS) 47072006 Chain of custody for certified wood and forest products
  - Forestry Stewardship Council standards.
- Develop a chain of custody certification system to meet that organisation's requirements incorporating the following system components and documents:
  - values statement
  - policies and procedures for completing and maintaining traceability chain documents
  - policies and procedures for auditing processes and managing and documenting breaches
  - process for evaluating system effectiveness
  - chain of custody certification systems manual
  - strategies for promoting a positive organisational culture for chain of custody certification
  - implementation plan and budget
  - an induction and training process for auditors, system managers and operational personnel.

Knowledge Evidence

A person competent in this unit must be able to demonstrate knowledge of:

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- Purpose and key content and of the Illegal Logging Prohibition Act 2012 or superseding law.
- Purpose and key content of forestry certification standards and systems:
  - Australian Standard (AS) 47072006 Chain of custody for certified wood and forest products
  - Forestry Stewardship Council.
- How a chain of custody process fits into forestry certification systems.
- Operational areas and organisational processes that are linked to certification requirements.
- Purpose, common content of and format for all chain of custody system components and documents, including:
  - values statement
  - policies and procedures for completing and maintaining traceability chain documents
  - policies and procedures for auditing processes and managing and documenting breaches
  - process for evaluating system effectiveness
  - chain of custody certification systems manual.
- Format, content and use of documents and register used for certification, audit and quality purposes, including:
  - timber source documents
  - processing records
  - quality records
  - numbering and labelling documents.
- Strategies for promoting a positive organisational culture for chain of custody certification.
- Internal audit processes, including:
  - purpose of internal audits
  - principles of auditing against a standard
  - role of internal auditors
  - requirements for and methods of responding to non-compliances and process improvements identified by audit.
- Organisational and legal requirements for reporting incidents of non-compliance.
- Format content and use of the following reports:
  - periodic reports on system operation
  - audit reports
  - reports on breaches of compliance.

Assessment Conditions

The following resources must be made available:

- Computers, keyboards, printers and software used to prepare to prepare and maintain plans, policies, procedures and reports.

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- Documents, proformas and register commonly used for certification, quality, audit and reporting, including:
  - timber source documents
  - processing records
  - quality records
  - numbering and labelling documents.
  - periodic reports on system operation
  - audit reports
  - reports on breaches of compliance.
- Australian Standard (AS) 47072006 Chain of custody for certified wood and forest products.
- Forestry Stewardship Council certification documents.
- Illegal Logging Prohibition Act 2012 or superseding law or plain English documents issued by the government regulator.

Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting.

Assessor requirements

Assessors must:

- Hold the appropriate assessor competency standards as outlined in regulations; and
- be able to demonstrate vocational competencies at least to the level being assessed; and
- be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and assessor competence.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPCOT6204 Use carbon accounting to estimate emissions

Modification History

Release	Comment
1	Replaces equivalent unit FPICOT6204A Use carbon accounting to estimate emissions in the workplace which was first released with FPI11 Forest and Forest Products Training Package Version 2.2

Application

This unit of competency describes the outcome required to identify and apply carbon accounting methodologies to develop and analyse a carbon inventory. It applies to senior managers and can apply to the full scope of forest and wood products industry workplaces and to operations of all sizes.

No licensing, legislative, regulatory, or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil.

Unit Sector

Common Technical

Elements and Performance Criteria

ELEMENTS *Elements describe the essential outcomes.*	**PERFORMANCE CRITERIA** *Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.*
1. Evaluate context for carbon accounting	1.1 Determine organisational need to quantify stocks, sources and sinks of carbon and other greenhouse gas (GHG) emissions in line with anthropogenic impacts on global climate. 1.2 Investigate mandatory and voluntary obligations for carbon

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ELEMENTS	PERFORMANCE CRITERIA
	accounting under international conventions and protocols within national context. 1.3 Examine the principles of baseline scenario, leakage and permanence. 1.4 Assess the role of forest and wood products industry in global balance of GHG emissions. 1.5 Establish organisational objective of conducting carbon emission accounting.
2. Identify carbon accounting methodologies and define approach	2.1 Identify and explore methodologies for carbon accounting. 2.2 Examine carbon accounting frameworks. 2.3 Identify protocols for carbon biomass pools including harvested wood products and non-CO2 emissions. 2.4 Establish approach for developing carbon inventory in line with nationally agreed standards.
3. Establish accounting area	3.1 Define organisational and operational boundaries for carbon inventory. 3.2 Determine time period over which carbon emissions will be assessed.
4. Collect data	4.1 Identify emissions and offset sources. 4.2 Determine collection of activity consumption and offset data, based on data availability, analytical capacity and available resources. 4.3 Construct carbon inventory summary table, listing and separating emission sources into correct scopes. 4.4 Include carbon offset sources outside scope in carbon inventory summary table. 4.5 Record available data in separate spreadsheet tabs. 4.6 Research and gather existing secondary and field data for carbon storage sources.
5. Calculate carbon emissions	5.1 Calculate carbon dioxide equivalent emissions consistent with GHG protocol within spreadsheets for each emissions source. 5.2 Calculate carbon storage according to standardised methodology for each carbon offset source in the inventory. 5.3 Populate carbon inventory summary with calculated emissions and offsets in descending order.

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ELEMENTS	PERFORMANCE CRITERIA
	5.4 Calculate total emissions for each scope and for removals and offsets. 5.5 Calculate sum total of emissions and offsets for inventory. 5.6 Estimate change in carbon stock if a baseline exists. 5.7 Display emissions by scope and source, using charts or graphs. 5.8 Formulate suitable ratio indicator for organisation and calculate value based on total carbon emissions in the summary. 5.9 Report value of ratio indicator in carbon inventory summary.

Foundation Skills

This section describes those core and employment skills that are essential to performance and are not explicit in the performance criteria.	
Numeracy skills to:	• interpret a range of complex abstract numerical data • complete highly technical and complex calculations using equations • record abstract data with precision and prepare interpretative charts and graphs.
Reading skills to:	• interpret highly technical, complex and unfamiliar information within international and Australian protocol and convention documents.
Writing skills to:	• document clear explanatory notes for calculations.
Planning and organising skills to:	• source, collect and organise a range of data to inform carbon emission calculations • plan and organise collection of all required information and manage own timing and productivity to complete calculations.
Technology skills to:	• use a computer, keyboard and spreadsheet software to prepare and maintain calculations.

Unit Mapping Information

FPICOT6204A Use carbon accounting to estimate emissions in the workplace.

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPCOT6204 Use carbon accounting to estimate emissions

Modification History

Release	Comment
1	Replaces equivalent unit FPICOT6204A Use carbon accounting to estimate emissions in the workplace which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. Assessment requirements now specify the performance and knowledge evidence, as well as assessment conditions for this unit of competency. These sections simplify and replace components used in the previous unit format, including 'Required Skills and Knowledge, Evidence Guide and Range Statement'.

Performance Evidence

A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit, and must be able to provide evidence that they can:

- For a given forest and wood products industry organisation within any sector:
  - identify mandatory and voluntary obligations for carbon accounting
  - define organisational objectives for participating in carbon accounting processes
  - define boundaries for the carbon inventory
  - select a methodology for carbon accounting calculations for emissions and offsets
- Complete two different carbon accounting calculations for two different time periods in line with the selected methodology and include the following factors:
  - direct greenhouse gas (GHG) emissions
  - indirect GHG emissions
  - on-site and off-site emissions (geographical)
  - upstream emissions
  - downstream emissions
  - full cycle accounting
  - non-CO2 emissions; soil disturbance, fertilisation, biomass combustion

In forest applications also consider the following:

- above ground biomass
- below ground biomass
- dead organic matter - wood, litter
- soil organic matter

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Knowledge Evidence

A person competent in this unit must be able to demonstrate knowledge of:

- Methods to access, locate and select applicable objectives and key content in relevant international and national conventions, protocols, standards and guidance frameworks, including the following key references:
  - Kyoto Protocol
  - ISO 14000 essentials:
    - ISO 14064-1 2006 Greenhouse gases -- Part 1: Specification with guidance at the organization level for quantification and reporting of greenhouse gas emissions and removals
  - Greenhouse Gas Protocol Corporate Standard
  - Copenhagen Agreement
  - National Greenhouse Accounts (NGA) Factors Workbook
- Key drivers for carbon accounting
- Basic theory of the greenhouse effect and its impacts
- Basic principles of the carbon cycle and influences
- Carbon accounting terminology, frameworks and methods used to calculate carbon emissions and offsets
- Types of emissions and offset sources included in common calculations:
  - Direct GHG emissions
  - Indirect GHG emissions
  - On-site and off-site emissions (geographical)
  - Upstream emissions
  - Downstream emissions
  - Full cycle accounting
  - Non-CO2 emissions; soil disturbance, fertilisation, biomass combustion
- Sources of secondary data for carbon accounting
  - national statistical agencies
  - research institutes
  - information from sectoral experts
- Organisational and operational boundaries for the carbon inventory
- The full range of organisational emission sources and methods used to select key emission factors for calculations.

Assessment Conditions

The following resources must be made available:

- Computer, keyboard and spreadsheet software to prepare and maintain calculations
- Documents, spreadsheets and commonly used proformas for calculating carbon emissions

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- Access to international and national conventions, protocols, standards and guidance frameworks including the following key references:
  - Kyoto Protocol
  - ISO 14000 essentials:
    - ISO 14064-1 2006 Greenhouse gases -- Part 1: Specification with guidance at the organization level for quantification and reporting of greenhouse gas emissions and removals
  - Greenhouse Gas Protocol Corporate Standard
  - Copenhagen Agreement
  - National Greenhouse Accounts (NGA) Factors Workbook

Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting.

Assessor requirements

Assessors must:

- Hold the appropriate assessor competency standards as outlined in regulations; and
- be able to demonstrate vocational competencies at least to the level being assessed; and
- be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and assessor competence.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPCOT6205 Prepare an enterprise carbon management report

Modification History

Release	Comment
1	Replaces equivalent unit FPICOT6205A Prepare an enterprise carbon management report which was first released with FPI11 Forest and Forest Products Training Package Version 2.2

Application

This unit of competency describes the outcomes required to write a carbon management report for an organisation for dissemination to internal personnel and or external authorities.

It applies to job roles, including senior managers and can apply to the full scope of forest and wood products industry workplaces and to operations of all sizes.

No licensing, legislative, regulatory, or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil.

Unit Sector

Common Technical

Elements and Performance Criteria

ELEMENTS *Elements describe the essential outcomes.*	**PERFORMANCE CRITERIA** *Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.*
1. Prepare to write report	1.1 Establish and maintain information management system to manage data over the reporting period. 1.2 Review carbon reporting procedures outlined in regulatory or

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ELEMENTS	PERFORMANCE CRITERIA
	voluntary standards for carbon management. 1.3 Determine scope of carbon reporting and relevant audience. 1.4 Establish structure and specific objectives for each report heading in line with carbon reporting procedures content mandated by standards or regulatory bodies. 1.5 Develop report format and style in line with organisational formats and style guides. 1.6 Assess carbon inventory data for completeness, relevance and accuracy.
2. Compile draft report	2.1 Develop report content in line with report format and objectives. 2.2 Gather evidence to generate specific findings and recommendations relevant to carbon management principles. 2.3 Use appropriate language and ensure content covers the full scope of reporting requirements.
3. Complete final report	3.1 Present draft report to appropriate personnel, seek feedback and amend as required. 3.2 Prepare final draft for executive sign-off and distribute to stakeholders. 3.3 Name and store documents in line with organisational information management system requirements.

Foundation Skills

This section describes those core and employment skills that are essential to performance and are not explicit in the performance criteria.	
Numeracy skills to:	• Interpret a range of complex abstract numerical carbon inventory data • Accurately transcribe carbon accounting data into reports.
Reading skills to:	• Interpret highly technical, complex and unfamiliar information within carbon accounting records and international and Australian protocol and convention documents.
Writing skills to:	• Develop and document reports requiring the presentation of precise complex information, using simple language structures for use by wide audiences.
Planning and organising skills to:	• Source, collect and organise a range of data to inform reporting requirements and report contents.

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	• Plan and organise collection of all required information and manage own timing and productivity to complete reports.
Technology skills to:	• Use a computer, keyboard and spreadsheet software to prepare and maintain reports.

Unit Mapping Information

FPICOT6205A Prepare an enterprise carbon management report

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPCOT6205 Prepare an enterprise carbon management report

Modification History

Release	Comment
1	Replaces equivalent unit FPICOT6205A Prepare an enterprise carbon management report which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. Assessment requirements now specify the performance and knowledge evidence, as well as assessment conditions for this unit of competency. These sections simplify and replace components used in the previous unit format, including 'Required Skills and Knowledge, Evidence Guide and Range Statement'.

Performance Evidence

A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit, and must be able to provide evidence that they can:

- For a given forest and wood products industry organisation within any sector:
  - identify mandatory and voluntary obligations for reporting on carbon management
  - identify content mandated by standards or regulatory bodies
  - develop one report for one specified reporting time period using organisational styles and formats
  - include the following information in the report:
    - content mandated by standards or regulatory bodies
    - organisational drivers for carbon accounting and reporting
    - diagram of organisational and operational boundaries for the carbon inventory
    - organisational emissions sources, offsets and their scope
    - summary carbon inventory table
    - whether or not the organisation's total carbon emissions breach any reporting thresholds
    - financial implications and risks for the organisation of various carbon price signals
    - setting of carbon reduction targets and objectives for the organisation
    - options for the introduction of new carbon management principles
    - recommended actions for reducing organisational greenhouse gas emissions
    - recommended actions for improving carbon accounting and reporting
    - barriers experienced when developing the inventory and report.

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Knowledge Evidence

A person competent in this unit must be able to demonstrate knowledge of:

- Methods to access, locate and select applicable objectives and key content in relevant international and national conventions, protocols, standards and guidance frameworks, including the following key references:
  - Kyoto Protocol
  - ISO 14000 essentials:
    - ISO 14064-1 2006 Greenhouse gases -- Part 1: Specification with guidance at the organization level for quantification and reporting of greenhouse gas emissions and removals
  - Greenhouse Gas Protocol Corporate Standard
  - Copenhagen Agreement
- Voluntary and mandatory requirements for reporting on carbon management to meet requirements of standards and regulation and required content.
- Key drivers for carbon accounting and reporting.
- Basic theory of the greenhouse effect and its impacts
- Basic principles of the carbon cycle and influences.
- Carbon accounting terminology, frameworks and methods used to report calculations for carbon emissions and offsets.
- Types of emissions and offset sources included in common calculations and reports, including:
  - direct GHG emissions
  - indirect GHG emissions
  - on-site and off-site emissions (geographical)
  - upstream emissions
  - downstream emissions
  - full cycle accounting
  - non-CO2 emissions; soil disturbance, fertilisation, biomass combustion
- Organisational and operational boundaries for the carbon inventory.
- The full range of organisational emission sources and methods used to select key emission factors for calculations and reports.

In forest applications a person must also be able to demonstrate knowledge of the following as they apply to preparing an enterprise carbon management report:

- above ground biomass
- below ground biomass
- dead organic matter - wood, litter
- soil organic matter

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Assessment Conditions

The following resources must be made available:

- Computer, keyboard and software to prepare and maintain reports.
- Access to International and national conventions, protocols and standards:
- Kyoto Protocol
- ISO 14000 essentials:
  - ISO 14064-1 2006 Greenhouse gases -- Part 1: Specification with guidance at the organization level for quantification and reporting of greenhouse gas emissions and removals
  - Greenhouse Gas Protocol Corporate Standard.
- Copenhagen Agreement
- Carbon inventory data for the organisation.
- Organisational formats and style guides for the presentation of reports.

Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting.

Assessor requirements

Assessors must:

- Hold the appropriate assessor competency standards as outlined in regulations; and
- be able to demonstrate vocational competencies at least to the level being assessed; and
- be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and assessor competence.
-

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPCOT6207 Develop forest management systems and processes

Modification History

Release	Comment
1	Replaces equivalent unit FPICOT6207A Develop forest management systems and processes which was first released with FPI11 Forest and Forest Products Training Package Version 2.2.

Application

This unit describes the outcomes required to develop and implement systems for forestry management that meet the requirements for international treaties, conventions and initiatives; and commonwealth, state or territory law.

It applies to senior managers and can apply to a variety of work settings, such as native forests, plantations, agroforestry, farm forestry and operations of all sizes.

No licensing, legislative, regulatory, or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil.

Unit Sector

Common Technical

Elements and Performance Criteria

ELEMENTS *Elements describe the essential outcomes.*	**PERFORMANCE CRITERIA** *Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.*
1. Determine factors for inclusion in forest	1.1 Identify key requirements of relevant laws, international treaties, conventions and initiatives to confirm organisational

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ELEMENTS	PERFORMANCE CRITERIA
management system	compliance requirements. 1.2 Quantify range and scope of organisational activities requiring compliance with laws, international treaties, conventions and initiatives. 1.3 Monitor relevant information sources to identify and maintain knowledge of forest management issues. 1.4 Measure and qualify strategic and operational factors impacting on organisational forest management processes. 1.5 Identify strategic priorities and plan implementation to ensure compliance with laws, international treaties, conventions and initiatives.
2. Establish forest management plans and system	2.1 Direct and manage design of organisational forest management system. 2.2 Develop criteria for implementing and maintaining systems for forest management. 2.3 Develop methods for gathering and monitoring forest management information. 2.4 Develop, circulate and maintain feedback systems supporting forest management processes. 2.5 Develop processes for forest management; circulate and obtain sign-off from appropriate personnel.
3. Implement forest management system	3.1 Allocate material and equipment resources to implement systems in line with timelines and budget. 3.2 Assign roles and responsibilities to appropriate personnel and provide information on expected outcomes. 3.3 Coordinate training of personnel to ensure system and quality practices are incorporated into day-to-day work activities. 3.4 Implement feedback methods for determining effectiveness of major elements of forest management system. 3.5 Monitor system compliance of staff and contractors.
4. Monitor and evaluate forest management system	4.1 Monitor forest management systems regularly for compliance with laws, international treaties, conventions and initiatives. 4.2 Evaluate information on forest condition and consider system improvements. 4.3 Review reports to ensure compliance requirements are

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ELEMENTS	PERFORMANCE CRITERIA
	consistently implemented and take corrective action as required. 4.4 Discuss and analyse feedback for operational effectiveness of system. 4.5 Make required changes to system based on consultation and analysis.

Foundation Skills

This section describes those core and employment skills that are essential to performance and are not explicit in the performance criteria.	
Numeracy skills to:	• Manage complex budgets for all system aspects.
Oral communication skills to:	• Hold high-level consultative discussions to generate feedback on systems and ideas for changes.
Reading skills to:	• Interpret highly complex and unfamiliar information within laws (or plain English equivalent documents), international treaties, conventions and initiatives.
Writing skills to:	• Develop system documents requiring the presentation of precise complex information, using simple language structures for use by wide audiences.
Planning and organising skills to:	• Source, collect and organise a range of data to inform system requirements. • Manage own timing and productivity to plan for and implement forest management systems.
Technology skills to:	• Use a computer, keyboard and software to create system documents.

Unit Mapping Information

FPICOT6207A Develop forest management systems and processes

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPCOT6207 Develop forest management systems and processes

Modification History

Release	Comment
1	Replaces equivalent unit FPICOT6207A Develop forest management systems and processes which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. Assessment requirements now specify the performance and knowledge evidence, as well as assessment conditions for this unit of competency. These sections simplify and replace components used in the previous unit format, including 'Required Skills and Knowledge, Evidence Guide and Range Statement'.

Performance Evidence

A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit, and must be able to provide evidence that they can:

- Complete a research project to determine and report on compliance requirements for a given organisation operating in a given forest location covering requirements for:
  - commonwealth, state or territory law
  - local government regulations
  - international treaties, conventions and initiatives.
- Develop a suite of systems and processes to maintain compliance with the identified requirements.

Knowledge Evidence

A person competent in this unit must be able to demonstrate knowledge of:

- Objectives and key content of commonwealth, state or territory and local government laws and regulation relevant to forest management, including key areas of:
  - land ownership
  - boundary management
  - environmental management
  - access
  - silviculture
  - harvesting
  - forest protection

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- Methods to access, locate and select applicable objectives and key content of international and national treaties, conventions and initiatives relevant to forest management, the following key references:
  - Australian Standard for Sustainable Forest Management AS4708 endorsed by PEFC
  - Forest Stewardship Council (FSC) Certification
- Factors to be considered in assessing forest management issues inherent to different types of forests.
- Forest management issues that impact on the organisation and its practices.
- Scope of forest operations and activities of the organisation, including:
  - operations in national parks
  - other operations on public land
  - operations on private land
  - timber growing and harvesting
  - fire management
- Strategic and operational factors impacting on organisational forest management processes and decision making, including:
  - fire management planning
  - flora and fauna planning
  - planning for environmental protection and monitoring
  - regulatory compliance issues
  - compliance with international treaties, conventions and initiatives
  - location and nature of sites
  - organisational policy and operational guidelines
  - public liabilities and exposure to risk
  - risk-management strategies and policies
- Financial and business administration principles relevant to organisational needs.

Assessment Conditions

The following resources must be made available:

- Computers, keyboards and software used to create system documents.
- Commonwealth, state or territory laws and local government regulations (or plain english documents issued by regulators) relevant to forest management.
- International treaties, conventions and initiatives relevant to forest management.
- Publications and journals relevant to forest management.

Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting.

Assessor requirements

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Assessors must:

- Hold the appropriate assessor competency standards as outlined in regulations; and
- be able to demonstrate vocational competencies at least to the level being assessed; and
- be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and assessor competence.
-

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPCOT6208 Manage innovative thinking and practice in the forest and wood products industry

Modification History

Release	Comment
1	New unit. This is the first release of this unit in the new standards format.

Application

This unit of competency describes the outcomes required to implement and continuously improve innovative thinking and practice in any forestry industry context and to operations of all sizes.

It applies to job roles including managers who oversee business areas, processes or teams and they may use innovative thinking and practice to advance business processes.

No licensing, legislative, regulatory, or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil.

Unit Sector

Common Technical

Elements and Performance Criteria

ELEMENTS *Elements describe the essential outcomes.*	PERFORMANCE CRITERIA *Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.*
1. Identify opportunities to stimulate innovative	1.1 Integrate and apply current innovative practice and organisational trends to the development of experiences for

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ELEMENTS	PERFORMANCE CRITERIA
thinking and creativity	innovative thinking and creativity in an organisation. 1.2 Analyse operational issues and conditions as a stimulus for innovative thinking and creativity. 1.3 Identify opportunities to initiate and manage individual and collective innovative thinking and creativity activities based on operational analysis. 1.4 Apply workplace methods and tools for generating new ideas and innovative thinking.
2. Manage innovative practices	2.1 Review, challenge and refine own management style and practice to model and support innovation. 2.2 Determine operational requirements needed to promote sustainable innovative practices. 2.3 Identify and allocate appropriate resources for implementing innovation. 2.4 Provide opportunities for innovative change and knowledge transfer. 2.5 Identify and address barriers to individual and collective innovative thinking and creativity. 2.6 Manage risks associated with encouraging innovative practice.
3. Develop and support a culture of innovation	3.1 Provide written and oral information about innovative practices, processes and products. 3.2 Provide opportunities to encourage creative thinking techniques that foster personal and team innovation. 3.3 Capture and share innovative ideas and practices. 3.4 Foster consultation, communication and team development approaches that support innovative thinking. 3.5 Implement management strategies that support a workplace culture of innovation.

Foundation Skills

This section describes those core and employment skills that are essential to performance and are not explicit in the performance criteria.	
Learning skills to:	• Identify current innovative practice and organisational trends

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This section describes those core and employment skills that are essential to performance and are not explicit in the performance criteria.	
	• Identify and manage innovative thinking and creativity activities • Challenge and develop own management style and innovative practices. • Encourage and foster innovative thinking and creativity in others
Oral communication skills to:	• Hold consultative discussions with operational personnel to explore issues, generate ideas for innovative organisational practice. • Use appropriate language and communication skills to facilitate discussions • Provide information about innovative practices, processes and products
Reading skills to:	• Identify current innovative practice and organisational trends • Compare and contrast information relating to innovative thinking and practice • Analyse a range of complex organisational documents to identify operational issues and conditions relevant to innovative workplace practice.
Numeracy skills to:	• Extract and interpret varied operational data from a range of documents
Written skills to:	• Provide information about innovative practices, processes and products

Unit Mapping Information

No equivalent unit.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPCOT6208 Manage innovative thinking and practice in the forest and wood products industry

Modification History

Release	Comment
1	New unit. This is the first release of this unit in the new standards format. Assessment requirements now specify the performance and knowledge evidence, as well as assessment conditions for this unit of competency. These sections simplify and replace components used in the previous unit format, including 'Required Skills and Knowledge, Evidence Guide and Range Statement'.

Performance Evidence

A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit, and must be able to provide evidence that they can:

- For a given individual business area with a forestry industry organisation (within any sector), complete a research project to investigate:
  - key concepts and theories relating to business innovation and creativity
  - a range of workplace methods and tools for generating new ideas and innovative thinking
  - organisational trends shaping current and future approach to innovative practice
  - operational issues that impact on innovative practices
  - operational opportunities for individual and collective innovative thinking and creativity
  - a range of risks associated with encouraging operational personnel to participate in innovative practice
  - how the individual business area's core business and size will impact on ability to use innovative practices
- Based on research findings, develop and document development approaches and strategies, tailored to the individual business area, to implement innovative practices for the business unit.

Knowledge Evidence

A person competent in this unit must be able to demonstrate knowledge of:

- Objectives and key content of commonwealth, state or territory laws for copyright, trademarks and intellectual property.
- Key concepts and theories relating to innovative thinking, practice and creativity.

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- Relationship between theory on innovation and creativity, and applied practice.
- Theories, processes and practice of business unit transformation and change management.
- Typical operational challenges and barriers to innovation within individual business areas and methods to overcome.
- How the individual business area's core business and size will impact on ability to use innovative practices.
- Processes for promoting innovative thinking and practice within an individual business area.
- Common risks associated with encouraging operational personnel to participate in innovative practice.
- Technological developments affecting operational innovation.
- The way that different management styles impact on innovation in organisations.
- Specific management approaches that foster innovation.
- Workplace methods and tools for generating new ideas and innovative thinking.

Assessment Conditions

The following resources must be made available:

- Research material, reports, journals on organisational innovative practice.
- Workplace tools for generating new ideas and innovative thinking.

Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting.

Assessor requirements

Assessors must:

- Hold the appropriate assessor competency standards as outlined in regulations; and
- be able to demonstrate vocational competencies at least to the level being assessed; and
- be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and assessor competence.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPCOT6209 Manage forest and wood products industry research

Modification History

Release	Comment
1	New unit. This is the first release of this unit in the new standards format.

Application

This unit of competency describes the outcomes required to use applied research to improve individual, team and organisational performance in the forest and wood products industry. It involves managing research activities and using techniques that provide quality information as a basis for organisational decision making.

The unit applies to senior managers across a range of forest and wood products industry workplaces and to operations of all sizes.

No licensing, legislative, regulatory, or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil.

Unit Sector

Common Technical

Elements and Performance Criteria

ELEMENTS *Elements describe the essential outcomes.*	**PERFORMANCE CRITERIA** *Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.*
1. Construct an applied research	1.1 Clarify and confirm applied research purpose and needs of target group or subject.

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ELEMENTS	PERFORMANCE CRITERIA
strategy	1.2 Analyse and make allowance for factors affecting data reliability and validity. 1.3 Select suitable technology and services to support data collection and analysis. 1.4 Develop applied research strategy and hypothesis in line with available tools and resources. 1.5 Incorporate relevant research ethics and codes of conduct into strategy
2. Implement research strategies	2.1 Implement applied research strategy in line with research requirements and organisational policies and procedures 2.2 Collect and maintain data in a systematic manner. 2.3 Access appropriate sources of information relevant to research. 2.4 Optimise relevance of research by collecting relevant data and using analysis tools as appropriate.
3. Assess findings	3.1 Review data and research findings for validity and reliability. 3.2 Examine relevance of findings against original research strategy. 3.3 Evaluate how research findings can contribute to organisational decision making. 3.4 Present research findings to support organisational decision making in a style and format appropriate to audience needs. 3.5 Evaluate need for further research.

Foundation Skills

This section describes those core and employment skills that are essential to performance and are not explicit in the performance criteria.	
Reading skills to:	• Interpret complex and unfamiliar information from a range of sources.
Writing skills to:	• Develop research reports requiring the presentation of precise complex information, using simple language structures for use by wide audiences.
Planning and organising skills to:	• Manage own timing and productivity to plan and implement a research strategy
Technology skills to:	• Use a computer, keyboard and software to collect and file research

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This section describes those core and employment skills that are essential to performance and	
	data and prepare research reports.

Unit Mapping Information

No equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPCOT6209 Manage forest and wood products industry research

Modification History

Release	Comment
1	New unit. This is the first release of this unit in the new standards format. Assessment requirements now specify the performance and knowledge evidence, as well as assessment conditions for this unit of competency. These sections simplify and replace components used in the previous unit format, including 'Required Skills and Knowledge, Evidence Guide and Range Statement'.

Performance Evidence

A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit. They must be able to provide evidence that they can, for a given organisation, develop, implement and assess at least one research strategy that provides quality information as a basis for organisational decision making to improve individual, team or organisational performance.

The research focus may be self-identifed or provided as an existing applied research need.

- Document a research strategy, including the following information:
  - purpose of the research
  - specific research questions or hypotheses
  - valid population or sample size
  - description of the geographical, cultural, social or institutional context within which the research will be carried out
  - data collection methods
  - factors affecting data reliability and validity
  - analysis of the limitations to research.
- On completion of the data collection and analysis, write a report including the following:
  - purpose of the research
  - specific research questions or hypotheses
  - population or sample size
  - data collection methods
  - research findings
  - utility and relevance of research results
  - recommendations arising from research results.

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Knowledge Evidence

A person competent in this unit must be able to demonstra knowledge of:

- Purpose and key content of applicable commonwealth, state or territory privacy laws as they relate to handling and storing data and publicising information.
- Purpose and key content of research codes of conduct.
- Ethical considerations for analysing data and presenting findings based on evidence.
- A range of data collection methods for conducting primary and secondary research.
- Applied research techniques, tools and data storage methods.
- Organisational processes for disseminating information on operation of research to optimise input.
- Organisational policies and procedures for conducting applied research.
- Organisation styles and formats for presenting reports.

Assessment Conditions

The following resources must be made available:

- Computers, keyboards, printers and software used to collect and file research data and prepare research reports.
- Organisational formats and style guides for the presentation of reports.
- Organisational policies and procedures for conducting applied research.

Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting.

Assessor requirements

Assessors must:

- Hold the appropriate assessor competency standards as outlined in regulations; and
- be able to demonstrate vocational competencies at least to the level being assessed; and
- be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and assessor competence.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPCOT6210 Develop engineered wood products to meet energy efficient building design needs

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 4.0.

Application

This unit of competency describes the skills and knowledge required to research and develop engineered wood products to meet the requirements of energy efficient design for residential buildings. It requires high-level understanding of residential building design, building codes and engineered timber design and practice.

The unit applies to individuals who work as designers (manufacturing and engineered wood products) and senior managers in a timber and wood products production environment. They generally demonstrate autonomy, judgement and defined responsibility in known or changing contexts and within broad but established parameters.

No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Common Technical

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Explore commercial opportunities for engineered wood products	1.1 Review National Construction Code guidelines and standards relating to climate zones and energy efficiency measures 1.2 Research and evaluate existing information to inform new product development 1.3 Identify gaps in the current range of engineered wood products for new products or concepts 1.4 Complete a market analysis using appropriate information sources to determine design and production requirements 1.5 Develop preliminary product concept according to research findings 1.6 Consult relevant stakeholders on broad parameters for developing a product that meets the market need
2. Formulate design concept for products	2.1 Generate ideas for product style to complement design concepts and production requirements 2.2 Use appropriate documentation methods to produce preliminary representation or prototyping of product 2.3 Consult with stakeholders to review and critique design concepts according to production requirements 2.4 Review design concepts to ensure energy efficiency is proven to allow project progression 2.5 Develop a business case for realising design including a full cost-benefit analysis 2.6 Obtain required approvals to progress product development according to production requirements
3. Develop the product to an operational level	3.1 Develop and test product according to design concepts 3.2 Align product energy efficiency requirements to market analysis 3.3 Implement certification and compliance processes for engineered product and production system 3.4 Develop detailed implementation specifications and present to relevant stakeholders for approval and funding 3.5 Select and organise production resources according to design specifications 3.6 Design quality assurance system according to workplace procedures

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	3.7 Develop and document safe operating procedures for production processes

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret complex and sometimes unfamiliar information in building codes, guidelines and standards
Oral communication	• Hold high-level consultative discussions to present abstract ideas and generate feedback and ideas on design concepts • Influence and negotiate desired outcomes with stakeholders
Numeracy	• Interpret complex energy efficiency ratings in codes, and complete complex calculations for designs • Complete complex calculations for cost-benefit analysis
Navigate the world of work	• Work independently and collectively within broad parameters, with a strong sense of responsibility and ownership of goals, plans, decisions and outcomes
Interact with others	• Identify the perspectives of others as part of work role
Get the work done	• Use analytical processes, establishing criteria for deciding between options and seeking input and advice from others before taking action when necessary

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FWPCOT6210 Develop engineered wood products to meet energy efficient building design needs	FWPCOT6203 Develop engineered timber products to meet energy efficient building design needs	Updated industry terminology, the range of products in performance evidence and foundation skills; clarified intent of the unit and assessment requirements; changed unit title and code for compliance and consistency with the updates.	Equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPCOT6210 Develop engineered wood products to meet energy efficient building design needs

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 4.0.

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit. There must be evidence that the individual has:

- developed two designs for one or more of the following types of engineered wood products, from initial concepts through to operational level, to meet the requirements of energy efficiency performance for residential buildings:
  - laminated beams
  - laminated veneer lumber
  - plywood
  - chipboard
  - hardboard
  - medium density fibreboard
  - oriented strand board
  - laminated or engineered flooring
  - glued laminated timber (glulam)
  - cross-laminated timber (CLT).

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose and key content of the following codes and standards:
  - National Construction Code guidelines and standards for climate zones and energy efficiency measures
  - AS/NZ Standards associated with engineered wood products and associated design and construction
  - forest certification and Chain of Custody standards
- key components of market analysis, including:

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    - need
    - placement
    - financial certainty
    - volume
- market issues relevant to engineered wood products and climate zones and applications
- theory underpinning development of R-values
- timber engineering design principles for energy efficient residential constructions
- characteristics of a range of timber species and associated wood-based products, their durability and serviceability
- key features of product development stages relevant to engineered wood products, including:
    - prototyping
    - testing
    - acquiring and commencing certification
    - gaining approval for infrastructure development
    - establishing production methods and procedures
- project management processes and tools for developing engineered wood products, including:
    - quality management systems
    - risk assessment systems
    - cost-benefit analysis tools
    - safe operating procedures for production processes
- purpose, format and common contents of business cases for realising designs, including:
    - capital cost
    - material
    - labour
    - design expenses
    - overheads
    - margin
    - running cost
    - lifecycle analysis
    - market uptake
    - discount and internal rate of return on investment
    - other opportunity cost analysis
- system functions and capabilities of house energy rating software and associated protocols for use.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:

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  - skills must be demonstrated in an environment that accurately reflects workplace conditions
- resources, equipment and materials:
  - computers, keyboards, printers and software used to document business case, design specifications and safe operating procedures
- specifications:
  - documents and proformas commonly used for developing business cases and operating procedures for production processes.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPCOT8101 Lead forest and wood products industry innovative thinking and practice

Modification History

Release	Comment
1	New unit. This is the first release of this unit in the new standards format.

Application

This unit of competency describes the outcomes required to initiate and lead innovation in any forest and wood products industry context. Each organisation's thinking and practice will be different depending on its core business, purpose, size and complexity.

This unit applies to job roles including senior managers who may use innovative thinking and practice to advance business processes and contributions to organisational strategies, business plans and goals.

No licensing, legislative, regulatory, or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil.

Unit Sector

Common Technical

Elements and Performance Criteria

ELEMENTS *Elements describe the essential outcomes.*	**PERFORMANCE CRITERIA** *Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.*
1. Generate innovative thinking and creativity	1.1 Research trends and conditions shaping organisation's current and future thinking and practice.

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ELEMENTS	PERFORMANCE CRITERIA
	1.2 Evaluate drivers, enablers and issues that impact on individual and collective innovative thinking and creativity. 1.3 Introduce techniques and tools that foster and promote creative thinking, new ideas and innovative knowledge transfer. 1.4 Establish an environment conducive to innovative thinking and creativity
2. Lead innovative practices	2.1 Develop and refine a transformational leadership style to set new direction and sell the adoption of innovative practices. 2.2 Initiate and promote innovative practices, processes and products appropriate to organisational mission and business philosophy. 2.3 Identify, evaluate and manage risks associated with encouraging innovation across the organisation. 2.4 Establish conditions necessary for others to implement and manage innovative practices.
3. Generate and support a culture of innovation	3.1 Inspire and motivate others to strive for innovative achievement 3.2 Establish the conditions necessary to empower others and effect change 3.3 Encourage, develop and shape cultural beliefs, norms and behaviours that support open sharing of innovative ideas and practices 3.4 Devise and execute organisational strategies that foster a workplace philosophy of innovation.

Foundation Skills

This section describes those core and employment skills that are essential to performance and are not explicit in the performance criteria.	
Learning skills to:	• Critically evaluate own leadership style and innovative practices. • Monitor and refine leadership style • Access and evaluate complex information from a range of sources and using a range of methods • Identify organisational issues and conditions • Facilitate creative problem solving
Oral communication skills to:	• Hold high-level consultative discussions to generate ideas for innovative organisational practice. • Influence and persuade others

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	• Inspire and motivate others • Promote innovation and transformational change • Articulate vision and convey leadership attributes
Reading skills to:	• Analyse a range of complex research to evaluate and extract information on trends in innovative workplace practice. • Research techniques and tools for innovation
Writing skills to:	• Communicate vision and promote innovative practices, processes and products • Structure communications to address purpose and audience through clear and persuasive messages
Numeracy skills to	• Investigate and analyse trends and data related to innovation • Evaluate organisational data

Unit Mapping Information

No equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPCOT8101 Lead forest and wood products industry innovative thinking and practice

Modification History

Release	Comment
1	New unit. This is the first release of this unit in the new standards format. Assessment requirements now specify the performance and knowledge evidence, as well as assessment conditions for this unit of competency. These sections simplify and replace components used in the previous unit format, including 'Required Skills and Knowledge, Evidence Guide and Range Statement'.

Performance Evidence

A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit, and must be able to provide evidence that they can:

- Critically evaluate and develop own transformational leadership style
- Research and evaluate trends, conditions and issues relating to innovation
- Evaluate organisational factors and risks associated with the adoption of innovative practices and development of a culture of innovation
- Introduce techniques, tools and conditions that innovative thinking and creativity
- Initiate and promote innovative practices, processes and products
- Facilitate others to implement and manage innovative practices.
- Inspire, motivate and empower others through leadership behaviours
- Implement strategies that develop and shape a culture of innovation

Knowledge Evidence

A person competent in this unit must be able to demonstrate knowledge of:

- Objectives and key content of commonwealth, state or territory laws for copyright, trademarks and intellectual property.
- Current and past theories relating to organisational innovation and creativity.
- Relationship between theory on innovation and creativity, and applied practice.
- Factors that impact on creativity and innovation
- Features and characteristics of a creative and innovative environment
- Theories, processes and practice of organisational transformation and change management.
- Fundamentals of organisational culture and strategies for fostering a workplace culture of innovation

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- Leadership styles and the ways they impact on innovation in organisations
- Specific leadership styles that foster innovation including theories and practice of transformation leadership
- Typical strategic challenges, barriers and risks associated with innovation within organisations and methods to establish conditions for innovation.
- How an organisation's core business, size and mission statement will impact on ability to use innovative practices.
- Motivation theory and practice in relation to leading innovation.
- Processes, techniques and tools for promoting innovative organisational thinking and practice.
- Common risks associated with operating an organisation that encourages innovation for the full scope of employees.
- Developments affecting organisational innovation, including:
  - social
  - political
  - economic
  - technological.

Assessment Conditions

The following resources must be made available:

- Research, reports, trade journals and other material on organisational innovative practice.

Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting.

Assessor requirements

Assessors must:

- Hold the appropriate assessor competency standards as outlined in regulations; and
- be able to demonstrate vocational competencies at least to the level being assessed; and
- be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and assessor competence.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPCOT8102 Initiate and lead a forest and wood products industry innovation

Modification History

Release	Comment
1	New unit. This is the first release of this unit in the new standards format.

Application

This unit of competency describes the outcomes required to develop, validate and implement an innovation project to improve individual, team and/or organisational performance in the forest and wood products industry.

The unit applies to senior managers across a range of forest and wood products industry workplaces and to operations of all sizes.

No licensing, legislative, regulatory, or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil.

Unit Sector

Common Technical

Elements and Performance Criteria

ELEMENTS *Elements describe the essential outcomes.*	**PERFORMANCE CRITERIA** *Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.*
1. Develop the innovation concept	1.1 Clarify and confirm the need for innovation and needs of users. 1.2 Design the innovation to meet user needs.

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ELEMENTS	PERFORMANCE CRITERIA
	1.3 Determine organisational policies and procedures for the innovation.
2. Plan the innovation	2.1 Prepare a project plan documenting project stages, tasks, milestones and resources required to develop and implement the innovation. 2.2 Evaluate project barriers and develop a risk management strategy. 2.3 Establish criteria for evaluating project outcomes and deliverables.
3. Validate the innovation	3.1 Establish conditions and requirements for innovation trial. 3.2 Provide innovation specifications and implementation support. 3.3 Coordinate the innovation trial. 3.4 Analyse and report feedback to appropriate personnel. 3.5 Analyse validation feedback and coordinate required changes.
4. Implement the innovation	4.1 Determine logistics for implementing the innovation. 4.2 Implement innovation and monitor progress. 4.3 Recommend changes as required to achieve quality standards. 4.4 Manage and review the implementation process and provide reports to appropriate personnel.

Foundation Skills

This section describes those core and employment skills that are essential to performance and are not explicit in the performance criteria.	
Writing skills to:	• Develop project plans requiring the presentation of precise complex information, using simple language structures for use by wide audiences.
Planning and organising skills to:	• Manage own timing and productivity to manage a project to introduce an innovation.
Numeracy skills to:	• Schedule dates and milestones, calculate resource quantities and costs, present mathematical information in graphs and tables, evaluate and record data
Communication skills to:	• Explore innovation issues and problem solve in a range of contexts • Present information about the innovation in a persuasive manner • Influences and negotiates with a range of internal and external

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This section describes those core and employment skills that are essential to performance and	
	stakeholders in the implementation and adoption of the innovation • Demonstrate an understanding of the different stakeholder perspectives

Unit Mapping Information

No equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPCOT8102 Initiate and lead a forest and wood products industry innovation

Modification History

Release	Comment
1	New unit. This is the first release of this unit in the new standards format. Assessment requirements now specify the performance and knowledge evidence, as well as assessment conditions for this unit of competency. These sections simplify and replace components used in the previous unit format, including 'Required Skills and Knowledge, Evidence Guide and Range Statement'.

Performance Evidence

A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit, and must be able to provide evidence that they can:

- For a given forest and wood products industry organisation within any sector, manage one project to develop, plan, validate and implement an innovation for the improvement of individual, team and/or organisational performance. The innovation "need" may be supplied to the candidate or self-identified.
- For that project, develop a comprehensive project plan.

Knowledge Evidence

A person competent in this unit must be able to demonstrate knowledge of:

- Innovation requirements, including:
  - objectives
  - design deliverables
  - quality standards.
- Methods used to trial innovations, including any of the following:
  - focus group
  - pilot project
  - feasibility assessment
- Key components of project management, including:
  - planning
  - risk management strategies
  - implementation and monitoring
  - review of outcomes.

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Assessment Conditions

The following resources must be made available:

- Computers, keyboards, printers, software and other resources used to prepare budgets, document and record policies and project plans
- Documents, spreadsheets and proformas commonly used to develop, plan, validate and implement an innovation, such as:
  - worksheets
  - recording and data collection sheets
  - policies and procedures.

Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting.

Assessor requirements

Assessors must:

- Hold the appropriate assessor competency standards as outlined in regulations; and
- be able to demonstrate vocational competencies at least to the level being assessed; and
- be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and assessor competence.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPFGM2201 Collect seed

Modification History

Release	Comment
1	Replaces equivalent unit FPIFGM2201B Collect seed, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format.

Application

This unit of competency describes the outcomes required to collect, treat and store seed. Work is completed in a forest environment setting.

The unit applies to Arboriculture worker, Farm forestry worker, Forestry worker, Nursery worker

Plantation establishment worker, Plantation forest officer, Silviculturist

Licensing, legislative, regulatory, or certification requirements apply to this unit in some states & territories at the time of publication, and may differ according to jurisdiction.

Pre-requisite Unit

Nil

Unit Sector

Forest Growing and Management

Elements and Performance Criteria

ELEMENTS *Elements describe the essential outcomes.*	**PERFORMANCE CRITERIA** *Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.*
1. Prepare to collect seed	1.1 Review work order and where required check with appropriate personnel.

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ELEMENTS	PERFORMANCE CRITERIA
	1.2 Select appropriate personal protective and other equipment and check for operational effectiveness. 1.3 Use equipment in line with organisational safety procedures and environmental protection practices. 1.4 Identify potential locations for collecting required seeds and obtain approval from appropriate personnel.
2. Select and assess seed	2.1 Identify plant species and assess condition visually to determine healthy seeds. 2.2 Select and use appropriate seed collection method, maintaining genetic diversity and preventing damage to parent plant. 2.3 Place seed in clean containers and label accurately in line with organisational procedures.
3. Clean and store seed	3.1 Separate, weigh and treat seed to prevent deterioration in line with species requirements. 3.2 Package seed for storage in line with organisational procedures. 3.3 Record and report details of seed species, weight and place of origin to appropriate personnel.

Foundation Skills

This section describes those core and employment skills that are essential to performance and are not explicit in the performance criteria.	
Numeracy skills to:	• complete routine calculations for seed weights and quantities.
Oral communication skills to:	• ask open and closed probe questions and actively listen to clarify contents of work orders.
Reading skills to:	• interpret: • workplace health and safety and other organisational procedures • work orders.
Writing skills to:	• complete accurate basic records for seed collection.
Planning and organising skills to:	• efficiently and logically sequence the stages of selecting and collecting seeds using work order to guide activities.

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Range of Conditions

Not Applicable

Unit Mapping Information

FPIFGM2201B Collect seed

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPFGM2201 Collect seed

Modification History

Release	Comment
1	Replaces equivalent unit FPIFGM2201B Collect seed, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format. Assessment requirements now specify the performance and knowledge evidence, as well as assessment conditions for this unit of competency. These sections simplify and replace components used in the previous unit format, including Required Skills and Knowledge, Evidence Guide and Range Statement

Performance Evidence

A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit. If a specific volume or frequency is not stated below, then evidence must be provided that the following requirements have been performed on at least one occasion:

- collect seed from plants and planted areas using one or more of the following methods:
  - climbing
  - shaking
  - shooting
  - ground collection
- and one or more of the following separation methods:
  - hand selection
  - wind separation/winnowing
  - sieving
  - vibrating
  - flotation
  - drying
  - husk crumbling
- for each of the above seed collection methods, select, use and perform operator maintenance of appropriate equipment safely and efficiently:
  - ladders
  - pruning and shaking equipment
  - sheets and tarpaulins
  - high-powered rifles

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  - elevated work platforms
  - hand tools
- use packaging and storage techniques for seed collection based on seed type and collection method as listed above:
  - vacuum sealing
  - use of inert atmospheres:
    - nitrogen
    - carbon dioxide.
- treat collected seed for protection against pests using the following methods:
  - heat
  - mechanical
  - chemical
- control each of these environmental factors when packing collected seeds:
  - temperature
  - light
  - moisture
- Identify locations and obtain appropriate approvals for the collection of seeds
-

Knowledge Evidence

A person competent in this unit must be able to demonstrate knowledge of:

- collection techniques according to health of parent plant:
  - hand picking
  - careful and selective pruning
- common separation methods used to treat and weigh seed:
  - hand selection
  - wind separation/winnowing
  - sieving
  - vibrating
  - flotation
  - drying
  - husk crumbling
- seed species and collection, treatment and packaging processes, including storage requirements for different seed species
- type of information that is recorded for seed collection:
  - time and date of harvest
  - time and date of receipt
  - weight
  - seed origin
- common pests and diseases that infect seed species and visual characteristics

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- seed treatment methods for protection against pests:
  - heat
  - mechanical
  - chemical protection against pests.
- packaging and storage techniques for seed collection:
  - vacuum sealing
  - use of inert atmospheres:
    - nitrogen
    - carbon dioxide.
- controls for the packing environment:
  - temperature
  - light
  - moisture
- environmental protection practices for forest environment setting:
  - the safe disposal of waste material
  - returning the environment to its original or near to original condition on completion of activity
  - procedures for minimising environmental impact
- organisational procedures specific to collecting seed:
  - work health and safety with particular emphasis on use of personal protective equipment and handling hazardous substances
  - communication reporting lines
  - recording and reporting seed collection information.
  -

Assessment Conditions

The following resources must be made available:

- clean containers for holding seeds
- vacuum seed collecting machines
- ladders or elevated work platforms
- pruning and shaking equipment
- sheets and tarpaulins
- high-powered rifles according to site requirements
- cherry-pickers or elevated work platforms according to site requirements
- personal protective equipment suitable for seed collection and treatment
- work order with specific instructions for collecting, treating and storing seed
- documents, spreadsheets and commonly used proformas for recording seed collection information
- relevant personnel for the purposes of communicating information
- organisational procedures for collecting seed

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Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting.

Assessor requirements

Assessors must:

- hold the appropriate assessor competency standards as outlined in regulations; and
- be able to demonstrate vocational competencies at least to the level being assessed; and
- be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and assessor competence
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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPFGM2202 Prepare seedbed

Modification History

Release	Comment
1	Replaces equivalent unit FPIFGM2202B Prepare seedbed, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format.

Application

This unit of competency describes the outcomes required to select and implement appropriate seedbed preparation techniques, and to survey and review the prepared seedbed. Work is completed in a forest environment setting.

The unit applies to Arboriculture worker, Farm forestry worker, Forestry worker, Nursery worker

Plantation establishment worker, Plantation forest officer, Silviculturist

No licensing, legislative, regulatory, or certification requirements apply to this unit at the time of publication. Where licensing for load shifting or other mobile equipment is required, the relevant units of competency should also be accessed and are to be met concurrently or prior to the achievement of this unit.

Pre-requisite Unit

Nil

Unit Sector

Forest Growing and Management

Elements and Performance Criteria

ELEMENTS *Elements describe the essential outcomes.*	**PERFORMANCE CRITERIA** *Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text*

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ELEMENTS	**PERFORMANCE CRITERIA** *is used, further information is detailed in the range of conditions.*
1. Select site preparation techniques and equipment	1.1 Review work order and where required check with appropriate personnel. 1.2 Select seedbed preparation technique in line with work order and obtain approval from appropriate personnel. 1.3 Select appropriate tools, equipment, personal protective and other safety and check for serviceable condition.
2. Plan and prepare site	2.1 Record site preparation plan in line with work order and environmental protection practices. 2.2 Prepare seedbed using appropriate techniques in line with site preparation plan. 2.3 Monitor seedbed preparation for issues, adjusting techniques and seeking assistance as required.
3. Survey and review seedbed	3.1 Inspect seedbed and record findings in line with organisational procedures. 3.2 Identify improvements to seedbed preparation methods and techniques and take remedial action as required. 3.3 Record and report seed bed preparation processes and improvement suggestions to appropriate personnel.

Foundation Skills

This section describes those core and employment skills that are essential to performance and are not explicit in the performance criteria.	
Numeracy skills to:	• complete routine measurements of seedbed dimensions • estimate space required in seedbed for multiple seed species.
Oral communication skills to:	• ask open and closed probe questions and actively listen to clarify contents of work orders • make accurate verbal reports on selection of seedbed techniques.

Reading skills to:	• interpret:
	  • workplace health and safety and other organisational procedures
	  • work orders
	  • manufacturers' instructions.

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Writing skills to:	• complete basic records of survey results and seedbed preparation processes • prepare basic site plans and reports suggesting process improvements.

•
•

Range of Conditions

Not Applicable

Unit Mapping Information

FPIFGM2202B Prepare seedbed

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPFGM2202 Prepare seedbed

Modification History

Release	Comment
1	Replaces equivalent unit FPIFGM2202B Prepare seedbed, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format. Assessment requirements now specify the performance and knowledge evidence, as well as assessment conditions for this unit of competency. These sections simplify and replace components used in the previous unit format, including 'Required Skills and Knowledge, Evidence Guide and Range Statement

Performance Evidence

A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit. If a specific volume or frequency is not stated below, then evidence must be provided that the following requirements have been performed on at least one occasion:

- develop a basic site preparation plan with information on:
  - forest area to be prepared
  - particular preparation techniques to be used
  - scheduling
  - resource requirements
  - responsibilities
- select and use appropriate equipment for seedbed preparation including:
  - self propelled or trailed plows, disks, chisels, sweeps for primary tillage
  - harrows, rakes, packers, bed formers, and levellers for final preparation
  - manual and trailed sprayers
  - excavator or skidder for clearing and rough heaping
- using the above site preparation plan, prepare a seedbed using each of the following site preparation techniques:
  - application of herbicides
  - burning
  - clearing
  - rough-heaping

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    - cultivation
    - ripping
    - post-raking
- adjust seedbed preparation in response to issues
- for the seedbed prepared above, complete a basic report describing:
    - survey results
    - suggestions for improvements to seedbed preparation methods and techniques.
    -

Knowledge Evidence

A person competent in this unit must be able to demonstrate knowledge of:

- environmental protection practices specific to the seedbed site
- techniques for seedbed preparation:
    - application of herbicides using manual and trailed sprayers
    - burning
    - clearing
    - rough-heaping
    - cultivation
    - ripping
    - post-raking
- site preparation requirements for particular seed species
- key specific seedbed requirements required for sowing suitable seed species:
    - range of species to be sown or planted
    - season
    - area topography
- organisational procedures specific to preparing seedbeds:
    - workplace health and safety with particular emphasis on use of personal protective equipment
    - communication reporting lines
    - recording and reporting site preparation plans, survey results and preparation processes.
    -

Assessment Conditions

The following resources must be made available:

- site for seedbed preparation
- tools and equipment used to prepare seedbeds
- personal protective equipment suitable for seedbed preparation
- work order with specific instructions for seedbed preparation

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- documents, spreadsheets and commonly used proformas for recording site preparation plans, survey results, preparation processes and suggestions for improvements
- relevant personnel for the purposes of communicating information
- organisational procedures for seedbed preparation.

Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting.

Assessor requirements

Assessors must:

- hold the appropriate assessor competency standards as outlined in regulations; and
- be able to demonstrate vocational competencies at least to the level being assessed; and
- be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and assessor competence
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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPFGM2203 Plant trees by hand

Modification History

Release	Comment
1	Replaces equivalent unit FPIFGM2203B Plant trees by hand, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format.

Application

This unit of competency describes the outcomes required to select suitable tree stock and plant by hand. Work is completed in a forest environment setting.

The unit applies to Forestry worker, Arboriculture worker, Farm forestry worker, Nursery worker

Plantation establishment worker, Plantation forest officer, Silviculturist,

No licensing, legislative, regulatory, or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Forest Growing and Management

Elements and Performance Criteria

ELEMENTS *Elements describe the essential outcomes.*	PERFORMANCE CRITERIA *Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.*
1. Prepare for	1.1 Review work order and where required check with appropriate

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ELEMENTS	PERFORMANCE CRITERIA
planting operations	personnel. 1.2 Select appropriate personal protective and other equipment and check for operational effectiveness. 1.3 Obtain and prepare planting stock in line with work order.
2. Prepare for planting	2.1 Assess plant site for suitability and prepare in line with work order. 2.2 Select work methods, quantities and patterns to suit tree type and plant site. 2.3 Select quantity from tree stock in line with production target and stock quality. 2.4 Distribute required stock quantities across the site ready for planting 2.5 Identify and resolve site or equipment hazards in line with organisational safety procedures.
3. Plant tree stock	3.1 Use equipment in line with organisational safety procedures. 3.2 Plant tree stock by hand with minimal handling, adapting work methods or patterns as required. 3.3 Identify and dispose of unsuitable tree stock in line with environmental protection practices. 3.4 Maintain and store equipment and remaining tree stock in line with organisational procedures.

Foundation Skills

This section describes those core and employment skills that are essential to performance and are not explicit in the performance criteria.	
Numeracy skills to:	• complete routine calculations involving depth, width and spacing in to plant trees.
Oral communication skills to:	• ask open and closed probe questions and actively listen to clarify contents of work orders.

Reading skills to:	• interpret:
	  • workplace health and safety and other organisational procedures
	  • work orders.

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Range of Conditions

Not Applicable

Unit Mapping Information

FPIFGM2203B Plant trees by hand

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPFGM2203 Plant trees by hand

Modification History

1	Replaces equivalent unit FPIFGM2203B Plant trees by hand, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format. Assessment requirements now specify the performance and knowledge evidence, as well as assessment conditions for this unit of competency. These sections simplify and replace components used in the previous unit format, including Required Skills and Knowledge, Evidence Guide and Range Statement

Performance Evidence

A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit. If a specific volume or frequency is not stated below, then evidence must be provided that the following requirements have been performed on at least one occasion:

- follow work order to prepare planting site for tree stock, according to required:
  - hole depth
  - hole width
  - cultivation requirements
- assess the site and plant tree stock manually by:
  - checking for appropriate atmosphere, moisture content and seasonal suitability for planting
  - ensuring appropriate spacing and growth suitability for each tree
  - handling tree stock minimally
- use the following tools and equipment safely and efficiently when handling tree stock:
  - spade
  - planting frame
  - planting tools
  - harness
  - auger
- identify and resolve the following problems when planting tree stock:
  - site or equipment issues:
    - equipment faults and malfunctions
    - environmental safety hazards
- unsuitable planting stock affected by:
  - pests

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- disease
- nutritional deficiencies.
-

Knowledge Evidence

A person competent in this unit must be able to demonstrate knowledge of:

- typical environmental hazards present in forest planting situations and methods of minimising risks:
  - slope
  - water
  - rock
  - undergrowth
  - slash
  - depressions and holes
  - falling or fallen branches
- typical causes of stock defects:
  - pests
  - diseases
  - nutritional deficiencies
- visual characteristics of stock defects:
  - defective form, including double leaders
  - malformed or insufficient root systems
  - discoloured leaves or needles
- factors to consider for planting trees and how these affect quality and characteristics of grown trees:
  - planting depth
  - spacing and row positioning of seedlings
  - root placement
- types of tools and equipment used to plant tools manually and procedures for their safe use and maintenance:
  - spades
  - planting frames
  - planting tools
  - harnesses
  - augers
- organisational procedures specific to planting trees by hand:
  - workplace health and safety with particular emphasis on risk control and use of personal protective equipment
  - communication reporting lines.
- environmental protection practices for forest settings:

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  - cleaning plant, tools and equipment
  - disposing of and recycling waste
  - returning the environment to its original or near to original condition on completion of activity
- safe manual handling techniques for operating in forest settings, specifically those for:
  - shifting
  - lifting
  - carrying tree stock
  -

Assessment Conditions

The following resources must be made available:

- spades
- planting frames
- harnesses
- augers
- personal protective equipment suitable for planting trees
- commercial quantities of tree stock for planting
- work order with specific instructions for types and quantities of trees to be planted
- relevant personnel for the purposes of communicating information
- organisational procedures for planting trees by hand.

Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting.

Assessor requirements

Assessors must:

- hold the appropriate assessor competency standards as outlined in regulations; and
- be able to demonstrate vocational competencies at least to the level being assessed; and
- be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and assessor competence.
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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPFGM2204 Plant trees mechanically

Modification History

Release	Comment
1	Replaces equivalent unit FPIFGM2204B Plant trees mechanically, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format.

Application

This unit of competency describes the outcomes required to select suitable tree stock and plant trees mechanically. Work is completed in a forest environment setting.

The unit applies to Forestry worker, Arboriculture worker, Farm forestry worker, Nursery worker

Plantation establishment worker, Plantation forest officer, Silviculturist

No licensing, legislative, regulatory, or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Forest Growing and Management

Elements and Performance Criteria

ELEMENTS *Elements describe the essential outcomes.*	**PERFORMANCE CRITERIA** *Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.*
1. Prepare for	1.1 Review work order and where required check with appropriate

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ELEMENTS	PERFORMANCE CRITERIA
planting operations	personnel. 1.2 Select appropriate personal protective and other equipment and check for operational effectiveness. 1.3 Obtain and prepare planting stock in line with work order
2. Prepare for planting	2.1 Assess plant site for suitability and prepare in line with work order. 2.2 Select stock quantity from tree stock in line with production target and stock quality. 2.3 Select work methods and patterns to suit tree type, plant site and type of equipment. 2.4 Identify and resolve site or equipment hazards in line with organisational safety procedures.
3. Plant forest trees	3.1 Check planting machine operational effectiveness prior to planting and report faults if identified. 3.2 Use planting machine to plant tree stock in line with production target, manufacturer's instructions and organisational safety and risk minimisation procedures. 3.3 Identify and dispose of unsuitable tree stock in line with environmental protection practices. 3.4 Maintain and store equipment and remaining tree stock in line with organisational procedures.

Foundation Skills

This section describes those core and employment skills that are essential to performance and are not explicit in the performance criteria.	
Numeracy skills to:	• complete routine calculations involving depth, width and spacing in to plant trees.
Oral communication skills to:	• ask open and closed probe questions and actively listen to clarify contents of work orders.

Reading skills to:	• interpret:
	  • workplace health and safety and other organisational procedures
	  • work orders
	  • manufacturers' instructions.

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Range of Conditions

Not Applicable

Unit Mapping Information

FPIFGM2204B Plant trees mechanically

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPFGM2204 Plant trees mechanically

Modification History

Release	Comment
Release1	Replaces equivalent unit FPIFGM2204B Plant trees mechanically, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format. Assessment requirements now specify the performance and knowledge evidence, as well as assessment conditions for this unit of competency. These sections simplify and replace components used in the previous unit format, including Required Skills and Knowledge, Evidence Guide and Range Statement

Performance Evidence

A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit. If a specific volume or frequency is not stated below, then evidence must be provided that the following requirements have been performed on at least one occasion:

- follow work order to plant trees mechanically, according to specific work order requirements
- assess the site and plant tree stock mechanically by:
  - checking for appropriate atmosphere, moisture content and seasonal suitability for planting
  - ensuring appropriate spacing and growth suitability for each tree
  - handling tree stock minimally
- use the following tools and equipment safely and efficiently when handling tree stock:
  - planting machine
  - tube planter
  - planting frame
  - harness
  - auger
- identify and resolve the following problems when planting tree stock:
  - site or equipment issues:
    - equipment faults and malfunctions

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    - environmental safety hazards
- unsuitable planting stock affected by:
    - pests
    - disease
    - nutritional deficiencies.
    -

Knowledge Evidence

A person competent in this unit must be able to demonstrate knowledge of:

- typical hazards present in forest planting situations:
    - slope
    - water
    - rock
    - undergrowth
    - slash
    - depressions and holes
    - falling or fallen branches
- typical stock defects and visual characteristics:
    - pests
    - diseases
    - nutritional deficiencies
- factors to consider for planting trees and how these affect quality and characteristics of grown trees:
    - planting depth
    - spacing and row positioning of seedlings
    - root placement
- purpose, features, operation and maintenance of tree planting machines
- organisational procedures specific to planting trees mechanically
    - workplace health and safety with particular emphasis on equipment lock-out, risk control and use of personal protective equipment
    - communication reporting lines.
- environmental protection practices for forest settings:
    - cleaning plant, tools and equipment
    - disposing of and recycling waste
    - returning the environment to its original or near to original condition on completion of activity
- safe manual handling techniques for operating in forest settings, specifically those for:
    - shifting
    - lifting
    - carrying tree stock

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Assessment Conditions

The following resources must be made available:

- planting machine
- tube planter
- planting frames
- harnesses
- augers
- personal protective equipment suitable for planting trees
- commercial quantities of tree stock for planting
- work order with specific instructions for types and quantities of trees to be planted
- relevant personnel for the purposes of communicating information
- organisational procedures for planting trees mechanically.

Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting.

Assessor requirements

Assessors must:

- hold the appropriate assessor competency standards as outlined in regulations; and
- be able to demonstrate vocational competencies at least to the level being assessed; and
- be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and assessor competence.
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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPFGM2205 Prune trees

Modification History

Release	Comment
1	Replaces equivalent unit FPIFGM2205B Prune trees, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format.

Application

This unit of competency specifies the outcomes required to select appropriate trees and prepare and prune them. Work is completed in a variety of work settings, including forest environments, farms, nurseries and workshops.

The unit applies to Forestry worker, Arboriculture worker, Farm forestry worker, Nursery worker

Plantation establishment worker, Plantation forest officer, Silviculturist

No licensing, legislative, regulatory, or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Forest Growing and Management

Elements and Performance Criteria

ELEMENTS *Elements describe the essential outcomes.*	**PERFORMANCE CRITERIA** *Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.*
1. Prepare for pruning	1.1 Review work order and where required check with appropriate personnel.

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ELEMENTS	PERFORMANCE CRITERIA
	1.2 Determine existing and potential site hazards and assess associated risks in line with organisational procedures. 1.3 Select appropriate personal protective and other equipment and check for operational effectiveness.
2. Select and prune trees	2.1 Identify and select trees for pruning in line with work order. 2.2 Use ladder handling and pruning techniques in line with organisational safety procedures. 2.3 Prune trees; remove branches, epicormics and green shoots to meet quality requirements.
3. Assess pruning quality	3.1 Assess pruned trees visually to ensure pruning quality and pruned stock level is in line with work order. 3.2 Rectify incorrect pruning to ensure quality of grown trees. 3.3 Dispose of pruned material in line with environmental protection practices. 3.4 Record and report pruning process and equipment faults to appropriate personnel.

Foundation Skills

This section describes those core and employment skills that are essential to performance and are not explicit in the performance criteria.	
Numeracy skills to:	• identify quantity of trees to be pruned from work order and count numbers • complete routine calculations involving tree spacing, size, lean and angle and count quantity of branches.
Oral communication skills to:	• ask open and closed probe questions and actively listen to clarify contents of work orders.

Reading skills to:	• interpret:
	  • workplace health and safety and other organisational procedures
	  • work orders.

Writing skills to:	• complete basic accurate reports on pruning process and equipment faults.

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Range of Conditions

Not Applicable

Unit Mapping Information

FPIFGM2205B Prune trees

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPFGM2205 Prune trees

Modification History

Release	Comment
Release 1	Replaces equivalent unit FPIFGM2205B Prune trees, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format. Assessment requirements now specify the performance and knowledge evidence, as well as assessment conditions for this unit of competency. These sections simplify and replace components used in the previous unit format, including Required Skills and Knowledge, Evidence Guide and Range Statement

Performance Evidence

A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit. If a specific volume or frequency is not stated below, then evidence must be provided that the following requirements have been performed on at least one occasion:

- complete pruning jobs in line with an individual work order for each prescribing different quantities and species of trees to be pruned, utilising the following equipment:
  - pruners
  - jacksaw
  - pouch
  - steps
  - epicormic remover
  - pole saw
  - ladder
  - climbing gear
  - elevated work platform according to site requirements
- at the completion of each of the above jobs:
  - dispose of pruned materials in line with environmental protection practices
  - compete a basic report on pruning processes and equipment faults
  -

Knowledge Evidence

A person competent in this unit must be able to demonstrate knowledge of:

- typical workplace hazards associated with pruning trees and methods of minimising risks:

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  - slope and uneven ground
  - falling or fallen branches
  - ladder instability
  - climbing ladders
  - loss of balance
  - damp conditions
- reasons for pruning trees and form pruning techniques
- best seasonal timing for pruning of tree species relevant to the organisation
- what to look for when selecting trees for pruning:
  - prescribed defects
  - green crowns
  - dominance
  - vigour straightness
  - lean
  - size
  - angle
  - number of branches
  - overall tree health
  - stocking
  - spacing and quality requirements
- purpose, features and safe operation of tree pruning tools and equipment:
  - pruners
  - jacksaw
  - pouch
  - steps
  - epicormic remover
  - pole saw
  - ladder
  - climbing gear
  - elevated work platform according to site requirements
- environmental protection practices for disposing of pruned materials:
  - recycling pruned material where appropriate
  - sending pruned material to landfill only where it cannot be recycled
  - redirecting pruned material for energy recovery.
- organisational procedures specific to pruning trees:
  - workplace health and safety with particular emphasis on risk control and use of personal protective equipment
  - communication reporting lines
  - recording and reporting pruning processes and equipment faults.
  -

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Assessment Conditions

The following resources must be made available:

- pruners
- jacksaw
- pouch
- steps
- epicormic remover
- pole saw
- ladder
- climbing gear
- elevated work platform according to site requirements
- a commercial quantity trees to be pruned
- personal protective equipment suitable for pruning trees
- environmental regulations affecting site operations or plain English equivalent documents
- work order with instructions for types and quantities of trees to be pruned
- relevant personnel for the purposes of communicating information
- documents, spreadsheets and commonly used proformas documents for recording pruning process and equipment faults
- organisational procedures for pruning trees.

Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting.

Assessor requirements

Assessors must:

- hold the appropriate assessor competency standards as outlined in regulations; and
- be able to demonstrate vocational competencies at least to the level being assessed; and
- be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and assessor competence.
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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPFGM2206 Collect data or samples for assessment

Modification History

Release	Comment
1	Replaces equivalent unit FPIFGM2206B Collect data or samples for assessment, was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format.

Application

This unit of competency describes the outcomes required to collect data and samples from specified areas for the purposes of assessment. Data and samples can be for a diverse range of items including foliage, wood, soil, seeds, pollen, weeds and insects. The unit includes interpreting maps and plans, marking the sample area, measuring aspects of the sample area, and recording the results in a format suitable for further analysis. Work is completed in a forest environment.

The unit applies to Forestry worker, Arboriculture worker, Farm forestry worker, Nursery worker

Plantation establishment worker, Plantation forest officer, Silviculturist

Licensing, legislative, regulatory, or certification requirements apply to this unit in some states & territories at the time of publication, and may differ according to jurisdiction

Pre-requisite Unit

Nil

Unit Sector

Forest Growing and Management

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further*

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ELEMENTS	PERFORMANCE CRITERIA *information is detailed in the range of conditions.*
1. Prepare for sampling	1.1 Review work order and where required check with appropriate personnel. 1.2 Identify purpose and requirements for sampling from work order. 1.3 Identify sample area from map, plan or work order and interpret relationship of sample area to whole area. 1.4 Select appropriate personal protective and other equipment and check for operational effectiveness.
2. Collect data or samples	2.1 Mark boundaries and corners for sample area using appropriate techniques. 2.2 Re-mark unclear or obliterated markings in line with organisational procedures. 2.3 Take measurements using appropriate equipment in line with organisational procedures. 2.4 Collect and label samples in line with work order.
3. Complete records	3.1 Record collected data or samples in line with organisational procedures. 3.2 Check results and rectify omissions and errors. 3.3 Submit samples and records for assessment in line with organisational procedures.

Foundation Skills

This section describes those core and employment skills that are essential to performance and are not explicit in the performance criteria.	
Numeracy skills to:	• interpret numerical data and symbols on maps • complete sometimes complex calculations and record numerical data involving areas, ratios, percentages, volumes, lengths and diameters
Oral communication skills to:	• ask open and closed probe questions and actively listen to clarify contents of work orders.
Reading skills to:	• interpret: • workplace health and safety and other organisational procedures • work orders • site plans and maps.

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Writing skills to:	• accurately label samples and complete basic routine records for data and samples.
Planning and organising skills to:	• efficiently and logically sequence the stages of preparation and sampling work using work order to guide activities.

Range of Conditions

Not Applicable

Unit Mapping Information

FPIFGM2206B Collect data or samples for assessment

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPFGM2206 Collect data or samples for assessment

Modification History

Release	Comment
1	Replaces equivalent unit FPIFGM2206B Collect data or samples for assessment, was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format. Assessment requirements now specify the performance and knowledge evidence, as well as assessment conditions for this unit of competency. These sections simplify and replace components used in the previous unit format, including Required Skills and Knowledge, Evidence Guide and Range Statement

Performance Evidence

A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit. If a specific volume or frequency is not stated below, then evidence must be provided that the following requirements have been performed on at least one occasion:

- Complete data and sample collection jobs in line with an individual work order prescribing different sampling areas, purpose for collection and type of data and samples to be collected
- across the above jobs, collect data for and samples of one or more of the following materials:
  - foliage
  - wood
  - soil
  - seeds
  - pollen
  - weeds
  - insects
- for each of the above jobs, record results of data and sample collection in a format suitable for analysis.

Knowledge Evidence

A person competent in this unit must be able to demonstrate knowledge of:

- common purposes for collecting data or samples:

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  - calculating volume of timber and residue
  - inventory control
  - stock count
  - assisting with trials
  - environmental assessment
  - conducting pest and disease surveys
  - documenting site factors
- methods used to identify boundaries and corners and for marking areas:
  - pegging
  - placing flags
  - placing balloons
  - spraying
- types of samples commonly collected and techniques to collect and label:
  - foliage
  - wood
  - soil
  - seeds
  - pollen
  - weeds
  - insects
- typical stock defects and visual characteristicsfrom the effects of:
  - pests
  - diseases
  - nutritional deficiencies
- typical hazards present in forest environments, and methods of minimising risks and moving through the environment safely:
  - slope
  - water
  - rock
  - undergrowth
  - slash
  - depressions and holes
  - falling or fallen branches
- format, content and use of documents used to record data and sample collection and methods used to record information for analysis
- purpose, features and safe operation of data and sample collection equipment:
  - measuring tape
  - callipers
  - measuring poles
  - paint

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    - purpose-specific balloons
    - flags
    - pegs
    - mallet
    - pruning shears
- organisational procedures specific to collecting data and samples:
    - workplace health and safety with particular emphasis on use of personal protective equipment
    - communication reporting lines
    - recording and reporting data and sample collection.

Assessment Conditions

The following resources must be made available:

- measuring tools and instruments:
    - measuring tape
    - callipers
    - measuring pole
- marking tools and instruments:
    - paint
    - purpose-specific balloons
    - flags
    - pegs
    - mallet
- pruning shears
- sample collection container and labels
- personal protective equipment suitable for collecting data and samples
- work order with specific instructions for collecting data and samples
- relevant personnel for the purposes of communicating information
- maps for the area subject to data and sample collection
- documents, spreadsheets and commonly used proformas documents for recording data and sample collection
- organisational procedures for collecting data and samples.

Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting.

Assessor requirements

Assessors must:

- hold the appropriate assessor competency standards as outlined in regulations; and
- be able to demonstrate vocational competencies at least to the level being assessed; and

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- be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and assessor competence

Links

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FWPFGM2207 Undertake brushcutting operations

Modification History

Release	Comment
1	Replaces equivalent unit FPIFGM2207B Undertake brushcutting operations, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format.

Application

This unit of competency describes the outcomes required to plan for and safely cut vegetation using a professional standard blade type brushcutter. Work is completed in a variety of work settings including forest environments, farms, nurseries and local council environments.

The unit applies to forestry worker, plantation forest officer, arboriculture worker.

No licensing, legislative, regulatory, or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Forest Growing and Management

Elements and Performance Criteria

ELEMENTS *Elements describe the essential outcomes.*	**PERFORMANCE CRITERIA** *Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.*
1. Prepare for brushcutting	1.1 Review work order and where required check with appropriate personnel. 1.2 Select personal protective and other equipment and check for operational effectiveness.

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ELEMENTS	PERFORMANCE CRITERIA
	1.3 Identify and assess environmental conditions and site hazards in line with organisational procedures. 1.4 Select appropriate cutting methods for identified types of vegetation and to optimise time and safety.
2. Operate brushcutter	2.1 Use equipment in line with organisational safety procedures, manufacturer's instructions and environmental protection practices. 2.2 Use hand signals with other operators to maintain effective and safe operations. 2.3 Adjust brushcutter safety harness and handles to correct ergonomic position. 2.4 Monitor brushcutter for operational effectiveness and refuel as required. 2.5 Operate brushcutter appropriate to site conditions and at a safe distance from other people present. 2.6 Dispose of cut vegetation in line with environmental protection practices.
3. Complete operator maintenance	3.1 Follow organisational safety procedures to lock out equipment. 3.2 Check brushcutter blades for bluntness or damage. 3.3 Remove and replace brushcutter blades and other operator-replaceable components in line with manufacturer's recommendations. 3.4 Dispose of used blades in line with environmental protection practices. 3.5 Record and report equipment faults and maintenance requirements to appropriate personnel.

Foundation Skills

This section describes those core and employment skills that are essential to performance and are not explicit in the performance criteria.	
Numeracy skills to:	• complete routine measurements of fuel volume.
Oral communication skills to:	• ask open and closed probe questions and actively listen to clarify contents of work orders.
Reading skills to:	• interpret: • workplace health and safety and other organisational

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	procedures • work orders • manufacturers' instructions and maintenance recommendations.
Writing skills to:	• complete accurate basic records for equipment faults and maintenance requirements.
Planning and organising skills to:	• efficiently and logically sequence the stages of preparation and brushcutting activities using work order to guide activities.

•
•

Range of Conditions

Not Applicable

Unit Mapping Information

FPIFGM2207B Undertake brushcutting operations

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPFGM2207 Undertake brushcutting operations

Modification History

Release	Comment
Release 1	Replaces equivalent unit FPIFGM2207B Undertake brushcutting operations, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format. Assessment requirements now specify the performance and knowledge evidence, as well as assessment conditions for this unit of competency. These sections simplify and replace components used in the previous unit format, including Required Skills and Knowledge, Evidence Guide and Range Statement

Performance Evidence

A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit. If a specific volume or frequency is not stated below, then evidence must be provided that the following requirements have been performed on at least one occasion:

- assess, plan and safely complete brushcutting jobs in line with work order prescribing areas and types of vegetation to be cut
- on completion of each of the above jobs:
  - dispose of cut vegetation in line with environmental protection practices
  - complete operator maintenance operator maintenance tasks including oil, fuel, safety checks, cleaning, lubricating, adjustments
  - compete basic records for equipment faults and maintenance requirements.

Knowledge Evidence

A person competent in this unit must be able to demonstrate knowledge of:

- typical workplace hazards associated with operating brushcutters and methods of minimising risks:
  - ground growth
  - ground slope
  - ground hazards
  - noise
  - weather
  - kickback

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    - flying objects
- safe working distances from other people present
- purpose, features and safe operation of brushcutters
- the correct ergonomic position in which to conduct brushcutter operations, including using a safety harness and handle adjustments
- methods for assessing blade condition, removing and replacing
- operator maintenance tasks including oil, fuel, safety checks, cleaning, lubricating, adjustments
- different types of vegetation and the appropriate brushcutting methods
- environmental protection practices for disposing of cut vegetation:
    - recycling vegetation where appropriate
    - sending vegetation to landfill only where it cannot be recycled
    - redirecting vegetation for energy recovery.
- organisational procedures specific to brushcutting operations:
- workplace health and safety with particular emphasis on equipment lock out and use of personal protective equipment
- communication reporting lines
    - recording and reporting equipment faults and maintenance requirements.

Assessment Conditions

The following resources must be made available:

- brushcutters
- maintenance tools and equipment for removing and replacing blades
- consumable fuel, brushcutter blades and other components
- personal protective equipment suitable for operating brushcutters
- manufacturers' instructions for use and maintenance of equipment
- work order with specific instructions for brushcutting operations
- template documents for recording equipment faults and maintenance requirements
- relevant personnel for the purposes of communicating information
- organisational procedures for operating brushcutters.

Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting.

Assessor requirements

Assessors must:

- hold the appropriate assessor competency standards as outlined in regulations; and
- be able to demonstrate vocational competencies at least to the level being assessed; and
- be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and assessor competence.

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FWPFGM2209 Cut, sort and set cuttings

Modification History

Release	Comment
1	Replaces equivalent unit FPIFGM2209B Cut, sort and set cuttings, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format.

Application

This unit of competency describes the outcomes required to cut, sort and set cuttings. The unit includes preparing cuttings and the growing environment. Work is completed in a variety of work settings, including forest environments, farms, nurseries and workshops.

The unit applies to Forestry worker, Arboriculture worker, Farm forestry worker, Nursery worker

Plantation establishment worker, Plantation forest officer, Silviculturist

No licensing, legislative, regulatory, or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Forest Growing and Management

Elements and Performance Criteria

ELEMENTS *Elements describe the essential outcomes.*	**PERFORMANCE CRITERIA** *Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.*
1. Prepare for cutting	1.1 Review work order and where required check with appropriate

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ELEMENTS	PERFORMANCE CRITERIA
	personnel. 1.2 Select appropriate personal protective and other equipment and check for operational effectiveness. 1.3 Clear and clean work area to eliminate contamination of plants.
2. Sort and select cuttings for setting	2.1 Use equipment in line with organisational safety procedures, manufacturer's instructions and environmental protection practices. 2.2 Prepare parent plant and take cutting using method appropriate to species. 2.3 Assess cuttings visually, select and condition for propagation to maintain maximum viability appropriate to species requirements. 2.4 Dispose of discarded cutting material in line with environmental protection practices.
3. Prepare growing site and set cuttings	3.1 Prepare growing environment and weed retardents in line with work order, and organisational and environmental requirements 3.2 Set cuttings in growing environment using appropriate tools and equipment 3.3 Control pests and diseases as required in line with organisational safety procedures. 3.4 Record and report cutting, sorting and setting production outcomes to appropriate personnel.

Foundation Skills

This section describes those core and employment skills that are essential to performance and are not explicit in the performance criteria.	
Numeracy skills to:	• complete routine measurements for spacing cuttings for propagation • calculate routine dilution ratios to prepare pest and weed control chemicals.
Oral communication skills to:	• ask open and closed probe questions and actively listen to clarify contents of work orders.

Reading skills to:	• interpret:
	  • workplace health and safety and other organisational procedures
	  • work orders

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	• safety data sheets or plain English equivalents for chemicals.
Writing skills to:	• complete accurate basic records for production outcomes.
Planning and organising skills to:	• efficiently and logically sequence the stages of cutting, sorting and setting using work order to guide activities.

Range of Conditions

Not Applicable

Unit Mapping Information

FPIFGM2209B Cut, sort and set cuttings

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPFGM2209 Cut, sort and set cuttings

Modification History

Release	Comment
1	Replaces equivalent unit FPIFGM2209B Cut, sort and set cuttings, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format. Assessment requirements now specify the performance and knowledge evidence, as well as assessment conditions for this unit of competency. These sections simplify and replace components used in the previous unit format, including Required Skills and Knowledge, Evidence Guide and Range Statement

Performance Evidence

A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit. If a specific volume or frequency is not stated below, then evidence must be provided that the following requirements have been performed on at least one occasion:

select and use cutting and conditioning techniques, prepare the growing environment, and set cuttings according to the individual species and to ensure maximum viability of plants

- at the completion of the above:
  - dispose of discarded cuttings in line with environmental protection practices
  - compete basic records for production outcomes.

Knowledge Evidence

A person competent in this unit must be able to demonstrate knowledge of:

- spoilage and contamination issues for plant cuttings
- cleaning techniques, features and uses of cleaning products for plant preparation areas to avoid contamination of plants
- for the range of plants propagated by the organisation:
  - cutting techniques
  - pre-planting conditioning techniques, nutritional treatments and storage requirements to ensure maximum viability of plants

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    - suitable growing environments to ensure maximum viability of plants
    - common pests, diseases and nutritional deficiencies and visual characteristics
- methods of remedial action for plants affected by pests and diseases:
    - removal of infected material
    - treatment of site with chemicals
- methods used to control weeds:
    - weed-mat
    - slatted benches
    - chemical solutions
- purpose, features and safe operation of equipment used to cut, sort and set cuttings
- environmental protection practices for disposing of plant cuttings:
    - recycling material where appropriate
    - sending pruned to landfill only where it cannot be recycled
- organisational procedures specific to cutting, sorting and setting cuttings:
    - workplace health and safety with particular emphasis on use of personal protective equipment and handling hazardous substances
    - communication reporting lines
    - recording and reporting site production outcomes.
    -

Assessment Conditions

The following resources must be made available:

- motorised or electrically-powered automated systems or manually-operated equipment and tools
- pest control chemicals
- weed retardants
- commercial quantities of plants to be propagated
- personal protective equipment suitable for cutting, sorting and setting cuttings
- safety data sheets for chemicals or plain English equivalent documents
- work order with specific instructions for types and quantities of plants to be propagated
- relevant personnel for the purposes of communicating information
- documents, spreadsheets and commonly used proformas documents for recording production outcomes
- organisational procedures for cutting, sorting and setting cuttings.

Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting.

Assessor requirements

Assessors must:

- hold the appropriate assessor competency standards as outlined in regulations; and

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- be able to demonstrate vocational competencies at least to the level being assessed; and
- be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and assessor competence.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPFGM2211 Detect fires

Modification History

Release	Comment
1	Replaces equivalent unit FPIFGM2211B Detect fires, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format.

Application

This unit describes the outcomes required to detect smoke and fire in forest environments, maintain communication with fire command or control and to record information using required formats and conventions. Detection can take place in all types and locations commonly found in forested and grassland country as well as in towers and aircraft.

The unit applies to Forestry Worker, Mobile Equipment Operator, Chainsaw Operator.

No licensing, legislative, regulatory, or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Forest Growing and Management

Elements and Performance Criteria

ELEMENTS *Elements describe the essential outcomes.*	**PERFORMANCE CRITERIA** *Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.*
1. Locate position in the field	1.1 Identify smoke and current position of fire using landmarks and key geographical features.

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ELEMENTS	PERFORMANCE CRITERIA
	1.2 Locate current position of fire on a map or plan.
2. Record and report smoke and other sightings	2.1 Record and report smoke and other sightings promptly in line with organisational procedures. 2.2 Maintain chronological log in line with organisational procedures. 2.3 Identify situations requiring specialist advice and seek assistance as required in line with organisational procedures.
3. Communicate with fire command or control	3.1 Use communications equipment to relay location of own position and sightings to fire command or control using organisational procedures. 3.2 Record and relay relevant meteorological information and conditions using required conventions and formats. 3.3 Record and report fire detecting processes and outcomes to appropriate personnel.

Foundation Skills

This section describes those core and employment skills that are essential to performance and are not explicit in the performance criteria.	
Numeracy skills to:	• interpret numerical data and symbols on maps • complete precise calculations using maps and landmarks to determine location of fire and track progression • record precise numerical data in chronological sequence about progressive location and speed of fire.
Oral communication skills to:	• provide clear unambiguous information about the location of fires.

Reading skills to:	• interpret:
	  • organisational procedures
	  • map features and plan details.

Writing skills to:	• record accurate and detailed information about fires in logs, reports and records.

Range of Conditions

Not Applicable

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Unit Mapping Information

FPIFGM2211B Detect fires

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPFGM2211 Detect fires

Modification History

Release	Comment
1	Replaces equivalent unit FPIFGM2211B Detect fires, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format. Assessment requirements now specify the performance and knowledge evidence, as well as assessment conditions for this unit of competency. These sections simplify and replace components used in the previous unit format, including Required Skills and Knowledge, Evidence Guide and Range Statement

Performance Evidence

A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit. If a specific volume or frequency is not stated below, then evidence must be provided that the following requirements have been performed on at least one occasion:

- follow organisational policies and procedures relevant to detecting fires
- locate and identify on a map or plan the current position of a fire from the field or air
- note and report sighting details, including estimated distances, in the required formats and conventions including:
- track the progression of the fire using landmarks and maps
- make initial and ongoing reports of fire activity
- maintain a chronological log of fire activity and meteorological measurements
- complete a basic accurate report on fire detecting processes and outcomes.

Knowledge Evidence

A person competent in this unit must be able to demonstrate knowledge of:

- smoke types, colour and meaning
- map types and features, common scales used on maps and plans, and methods for their use and manipulation
- terrain and geographical features visible from a tower or aircraft
- procedures for measuring and recording meteorological data
- precautions to be taken in extreme weather conditions

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- fire command or control conventions for recording and reporting fire sightings in an emergency situation
- organisational policies and procedures specific to detecting fires:
  - communication reporting lines
  - recording and reporting fires
  - emergency evacuation
  -

Assessment Conditions

The following resources must be made available:

- communication equipment used to relay information
- documents, spreadsheets and commonly used proformas for recording and reporting fires
- relevant personnel for the purposes of communicating information
- organisational policies and procedures for recording and reporting fires.

Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting.

Assessor requirements

Assessors must:

- hold the appropriate assessor competency standards as outlined in regulations; and
- be able to demonstrate vocational competencies at least to the level being assessed; and
- be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and assessor competence.
-

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPFGM2212 Graft cuttings

Modification History

Release	Comment
1	Replaces equivalent FPIFGM2212B Graft cuttings, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format.

Application

This unit of competency describes the outcomes required to prepare and graft cuttings on to a mature plant. The unit applies to pre-planting treatments and nutritional care in a variety of work settings including forest environments, farms, agriculture, workshops, domestic, nurseries and local councils.

No licensing, legislative, regulatory, or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Forest Growing and Management

Elements and Performance Criteria

ELEMENTS *Elements describe the essential outcomes.*	**PERFORMANCE CRITERIA** *Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.*
1. Prepare cuttings	1.1 Interpret and check work order with appropriate personnel, if required 1.2 Select and check equipment for operational effectiveness, appropriate to work requirements and according to manufacturer

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ELEMENTS	PERFORMANCE CRITERIA
	recommendations 1.3 Prepare the parent plant and apply a suitable method to take the cutting appropriate to the species 1.4 Identify and provide correct conditioning and storage procedures appropriate to species requirements to maintain maximum viability of cuttings
2. Sort and select cuttings	2.1 Identify and follow organisational hygiene practices and procedures to maintain a contamination-free work area 2.2 Undertake work using established safe operating practices in line with workplace procedures and environmental requirements 2.3 Visually assess and select cuttings for propagation in line with work order requirements 2.4 Dispose of discarded cutting material in line with workplace waste disposal guidelines and organisational requirements.
3. Graft cuttings on to mature plant	3.1 Prepare mature plant for grafting and apply pre-planting treatment using methods suitable to the species 3.2 Use handling methods that prevent damage to cuttings 3.3 Check grafting type is appropriate to species type and apply identifying labels in line with workplace procedures 3.4 Provide and maintain nutrients and growing environment for grafted cuttings appropriate to the species requirements 3.5 Take remedial action as required to control pests and diseases in line with specified planting program 3.6 Record and report grafting process to the appropriate personnel.

Foundation Skills

This section describes those core and employment skills that are essential to performance and are not explicit in the performance criteria.	
Numeracy skills to:	• measure quantities of nutrients appropriate to cuttings • estimate timeframes appropriate to graft cutting processes
Oral communication skills to:	• ask questions to clarify instructions • explain routine procedures to others
Reading skills to:	• read and follow information on equipment and in workplace procedure manuals on safety and environmental requirements when

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	grafting cuttings • read and interpret information from tables and charts • read and interpret safety instructions in relation to using nutrients
Writing skills to:	• label grafted cuttings legibly and accurately with correct species name • complete factual reports on grafting process
Problem solving skills to:	• use and maintain equipment and tools for grafting cuttings • identify and apply different workplace requirements to plant species in graft cutting and storage.

Range of Conditions

Not Applicable

Unit Mapping Information

FPIFGM2212B Graft cuttings.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPFGM2212 Graft cuttings

Modification History

Release	Comment
1	Replaces equivalent unit FPIFGM2212B Graft cuttings, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format. Assessment requirements now specify the performance and knowledge evidence, as well as assessment conditions for this unit of competency. These sections simplify and replace components used in the previous unit format, including Required Skills and Knowledge, Evidence Guide and Range Statement

Performance Evidence

- A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit. If a specific volume or frequency is not stated below, then evidence must be provided that the following requirements have been performed on at least one occasion:
- use appropriate grafting tools and equipment, including hand-held tools, a grafting or budding knife, secateurs and grafting tape
- maintain a hygienic work environment, when grafting cuttings
- use appropriate methods and techniques to graft cuttings onto a mature plant
- maintain a growing environment suitable to the plant species, when grafting cuttings
- apply nutrients, chemicals, fertilizers and organic material to grafted cuttings
- apply remedial treatments to plants, including removal of infected material and treatment with chemicals
- dispose of discarded cutting material by recycling or sending to landfill
- record and report grafting process according to workplace procedures using a manual, computer based or other appropriate communication system
-

Knowledge Evidence

A person competent in this unit must be able to demonstrate knowledge of:

- types and species of cuttings and suitable grafting methods and storage
- grafting methods and the type of equipment used for each method
- pre-planting treatments to prepare for grafting
- water and nutrient requirements for cuttings, including chemicals, fertilisers and organic material
- techniques of taking cuttings

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- conditioning and storage requirements for cuttings
- impact of different growing environments on grafted cuttings including:
  - heat
  - light
  - humidity
  - wind
  - sun
  - moisture
  - topography
  - rainfall
- established workplace communication channels and protocols
- problem identification and resolution strategies, and common fault finding techniques in relation to grafting cuttings
- types of tools and equipment used in grafting cuttings, including hand-held tools, including a grafting or budding knife, secateurs and grafting tape and procedures for their safe use and maintenance
- remedial treatment on grafted cuttings, including the removal of infected material and treatment with chemicals
- mathematical procedures for estimating and measuring, including calculating time to complete tasks and measuring quantities of nutrients
- procedures for recording and reporting workplace information.
-

Assessment Conditions

The following resources must be made available:

- materials and equipment relevant to undertaking work applicable to this unit including:
  - specifications and work instructions
  - different plant species and cuttings
  - growing environments
  - nutrients including chemicals, fertilisers and organic material
  - equipment hand-held tools, a grafting or budding knife, secateurs and grafting tape
  - storage facilities for cuttings
- personal protective equipment suitable for grafting cuttings
- safety equipment
- specifications and work instructions
- relevant personnel for the purposes of communicating information
- organisational procedures for controlling animal pests

Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting.

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Assessor requirements

Assessors must:

- hold the appropriate assessor competency standards as outlined in regulations; and
- be able to demonstrate vocational competencies at least to the level being assessed; and
- be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and assessor competence

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPFGM2213 Process seed

Modification History

Release	Comment
1	Replaces equivalent FPIFGM2213B Process seed, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format.

Application

This unit of competency describes the outcomes required to treat, store and despatch seed.

The unit applies to processing seed in a variety of work settings, including forest environments, farms, agriculture, nurseries and local councils.

No licensing, legislative, regulatory, or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Forest Growing and Management

Elements and Performance Criteria

Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.*
1. Prepare to process seed	1.1 Interpret and check work order, with appropriate personnel, if required 1.2 Identify and adhere to site environmental protection measures in line with relevant regulations and workplace requirements for processing seed

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	1.3 Select and check equipment appropriate to work requirements for operational effectiveness in line with manufacturer recommendations 1.4 Check seed processing operations for safe working conditions and plans in line with site procedures and environmental requirements
2. Treat and store seed	2.1 Separate seeds from other materials, weigh and store in line with species and site procedures 2.2 Treat seeds to prevent deterioration in line with seed species and site procedures 2.3 Record seed information accurately in line with site procedures 2.4 Package seed for storage in line with industry and workplace requirements.
3. Prepare seed sample for viability testing	3.1 Identify and check seed sample for testing in line with work order 3.2 Remove seed sample from lot and prepare for testing in line with site procedures, and industry, organisational and environmental requirements 3.3 Clearly label and package representative seed sample for despatch to testing body in line with site procedures 3.4 Record seed sample information accurately in line with site procedures.
4. Despatch seed	4.1 Interpret and check seed request specifications, with appropriate personnel 4.2 Retrieve seed from storage, and calculate quantities and species of seed to meet request specifications 4.3 Weigh, document and place each seed species in an appropriate container in line with request requirements and site procedures 4.4 Mix multiple seed lots thoroughly, as required in line with request specifications 4.5 Accurately and clearly label seed and seed mixtures in line with industry requirements and site procedures 4.6 Organise and undertake despatch of seed in line with request specifications and site procedures 4.7 Record and report seed processing results in line with industry requirements, site procedures and environmental requirements.

Foundation Skills

This section describes those core and employment skills that are essential to performance and

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are not explicit in the performance criteria.	
Numeracy skills to:	• calculate seed weight and quantity using scales • identify and calculate percentages in specifications for seed mix • estimate impact of time on storage of seed • estimate time to complete work tasks when processing seed • undertake numerical calculations on seed processing equipment
Oral communication skills to:	• ask questions to clarify instructions • explain routine procedures to others
Reading skills to:	• read and follow information on equipment and in workplace procedure manuals on safety and environmental requirements when processing seed • interpret instructions combining of written and pictorial information on equipment or in operational manuals
Writing skills to:	• complete seed records and labels accurately and legibly using correct technical and enterprise specific vocabulary
Problem solving skills to:	• use and maintain equipment and tools for processing seed • identify and apply different workplace requirements to plant species in seed processing and storage.

Range of Conditions

Not Applicable

Unit Mapping Information

FPIFGM2213B Process seed.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPFGM2213 Process seed

Modification History

Release	Comment
1	Replaces equivalent FPIFGM2213B Process seed, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format. Assessment requirements now specify the performance and knowledge evidence, as well as assessment conditions for this unit of competency. These sections simplify and replace components used in the previous unit format, including Required Skills and Knowledge, Evidence Guide and Range Statement

Performance Evidence

A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit. If a specific volume or frequency is not stated below, then evidence must be provided that the following requirements have been performed on at least one occasion:

- apply effective methods to treat seed, including fungicides and cleaning
- test, package and store seed species using:
  - vacuum sealing
  - use of inert atmospheres, including nitrogen and carbon dioxide
  - control of packing environment, including temperature, light and moisture
- operate and maintain seed processing equipment including electric and manual scales, packaging material, seed cleaning machine, seed lot mixing device, lifting equipment
- separate seeds, using one or more of the following methods:
- hand selection
  - wind separation and winnowing
  - sieving
  - vibrating
  - flotation
  - drying
  - crumbling of husks
- despatch seed in line with seed request specifications, including:
  - seed species

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  - percentage of seed mix
  - pure graded seed
  - rate of sown
  - dispatch container
  - method of dispatch
  - sowing equipment to be used
- record seed processing information and results and maintain workplace information

Knowledge Evidence

A person competent in this unit must be able to demonstrate knowledge of:

- using seed material effectively and efficiently
- types of seed processing tools and equipment, including electric and manual scales, packaging material, seed cleaning machine, seed lot mixing device, lifting equipment
- seed separation methods and their uses including:
  - hand selection
  - wind separation and winnowing
  - sieving
  - vibrating
  - flotation
  - drying
  - crumbling of husks
- impact and application procedures of seed treatments including fungicides and cleaning
- hazards associated with the storage, treatment and despatch of seed
- seed species and treating, packaging and storage processes
- seed treatments and storage requirements for different seed species
- types of diseases and pests likely to infect the species
- problem identification and resolution strategies, and common fault finding techniques when processing seed
- appropriate mathematical procedures for estimating and measuring, including calculating time to complete tasks when processing seed
- workplace procedures for recording and reporting workplace records and seed information including:
  - species
  - time and date of harvest
  - time and date of receipt into the store
  - place or origin of seed
  - container identifier
- packaging including:
  - vacuum sealing
  - use of inert atmospheres, including nitrogen and carbon dioxide

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    - control of packing environment, including temperature, light and moisture
- request specifications including:
    - seed species
    - percentage of seed mix
    - pure graded seed
    - rate of sown
    - dispatch container
    - method of dispatch
    - sowing equipment to be used
- appropriate container criteria:
    - length of time seed will be stored
    - method to be used to transport seed
    - equipment to be used for sowing seed
    - quantity of seed
    - size of individual seeds

Assessment Conditions

The following resources must be made available:

- workplace location or simulated workplace, required to treat, store and despatch seed.
- materials and equipment relevant to undertaking seed processing work applicable to this unit equipment, including electric and manual scales, packaging material, seed cleaning machine, seed lot mixing device, lifting equipment
- specifications and work instructions
- personal protective equipment suitable to process seed
- safety equipment
- relevant personnel for the purposes of communicating information

Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting.

Assessor requirements

Assessors must:

- hold the appropriate assessor competency standards as outlined in regulations; and
- be able to demonstrate vocational competencies at least to the level being assessed; and
- be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and assessor competence

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPFGM2214 Maintain visitor sites

Modification History

Release	Comments
Release 2	This version released with FWP Forest and Wood Products Training Package Version 3.0.
Release 1	This version released with FWP Forest and Wood Products Training Package Version 2.0.

Application

This unit of competency describes the outcomes required to maintain sites and facilities used by the public. The unit includes identifying and reporting site hazards and safely handling waste materials.

The unit applies to the maintenance of visitor sites in forest environment settings.

No licensing, legislative, regulatory, or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Forest Growing and Management

Elements and Performance Criteria

Element *Elements describe the essential outcomes.*	**Performance Criteria** *Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.*
1. Prepare for site maintenance	1.1 Identify maintenance requirements from work order and supervisor instructions in line with organisational requirements 1.2 Identify and obtain supplies in line with work order and

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	organisational procedures 1.3 Select, transport and store equipment in line with organisational requirements 1.4 Identify and assess potential and existing site hazards in line with WHS and environmental requirements, and organisational procedures 1.5 Establish and maintain communication with colleagues and others in line with WHS requirements.
2. Maintain site	2.1 Inspect visitor site to determine maintenance and cleaning requirements in line with organisational procedures and environmental requirements 2.2 Maintain visitor site in line with organisational and environmental requirements 2.3 Handle and remove waste materials according to environmental, WHS and workplace requirements 2.4 Identify, note and report problems in line with organisational procedures 2.5 Record and report visitor site maintenance to appropriate personnel.

Foundation Skills

This section describes those core and employment skills that are essential to performance and are not explicit in the performance criteria.	
Numeracy skills to:	• measure, estimate and calculate time required to complete a task • measure and estimate correct amounts of cleaning chemicals.
Reading skills to:	• locate, record and report information • interpret instructions which combine pictorial and written information on chemicals, equipment and in workplace manuals.
Writing skills to:	• complete forms requiring factual data relevant to visitor site maintenance • record and report using a manual, computer based or other appropriate communication system.
Problem solving skills to:	• identify potential hazards and risks when maintaining sites and demonstrate appropriate response procedures • identify equipment faults when maintaining sites and demonstrate appropriate response procedures.

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FWPFGM2214 Maintain visitor sites Release 2	FWPFGM2214 Maintain visitor sites Release 1	Minor typographical errors corrected	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPFGM2214 Maintain visitor sites

Modification History

Release	Comments
Release 2	This version released with FWP Forest and Wood Products Training Package Version 3.0.
Release 1	This version released with FWP Forest and Wood Products Training Package Version 2.0.

Performance Evidence

A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit. If a specific volume or frequency is not stated below, then evidence must be provided that the following requirements have been performed on at least one occasion:

- maintain visitor sites by:
  - lawn mowing and edging
  - raking leaves
  - cleaning toilets, shower blocks and other structures
  - supplying firewood
  - repainting and other minor repairs
  - removing rubbish
- follow regulatory and workplace requirements and codes of practice relevant to maintaining visitor sites
- check and order supplies of consumables for cleaning relevant to maintaining visitor sites including:
  - toilet paper
  - cleaning chemicals
  - lawn mower fuel
  - paint
- select and use types of cleaning and maintenance equipment including:
  - manual cleaning tools
  - power tools
  - petrol-driven lawn mowers
  - whipper snipper and edger

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- undertake efficient and safe selection, use, transport and storage of equipment and supplies with no damage to equipment, property, environment, colleagues or the public
- identify site hazards or unsafe facilities including:
  - contaminated waste material
  - visitors moving around adjacent to maintenance activities
  - unsafe structures
  - deteriorated structures
  - natural features or facilities
  - and demonstrate an appropriate response, including reporting to supervisor
- handle and remove waste or contaminated material including:
  - blood
  - bandages
  - sanitary bins
  - effluent
  - garbage
  - sharps
- identify, note and report problems including:
  - deteriorated or vandalised structures
- record and report manually, in a computer based system or other appropriate organisational communication system:
  - problems including deteriorated or vandalised structures and natural features and facilities that do not meet enterprise acceptable standards
  - maintenance outcomes
  - hazards and incidents
  - equipment malfunctions and damage

Knowledge Evidence

A person competent in this unit must be able to demonstrate knowledge of:

- environmental protection requirements, including:
  - waste minimisation
  - the safe disposal of waste material
  - implementing recycling and reuse guidelines
  - the safe use and storage of chemicals
  - the minimisation of environmental impact
  - cleaning of plant, tools and equipment
- work place and site standards, requirements, policies and procedures for maintaining visitor sites including:
  - camp grounds
  - toilet and shower blocks
  - natural features

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- identification and handling procedures relevant to environmental risks and hazards, including:
  - contaminated waste material
  - visitors moving around adjacent to maintenance activities
  - unsafe structures
  - deteriorated structures
  - natural features or facilities
- types of cleaning and maintenance equipment and procedures for their safe use, including:
  - manual cleaning tools
  - power tools
  - petrol-driven lawn mowers
  - whipper snipper and edger
- types of maintenance supplies and consumables, including:
  - toilet paper
  - cleaning chemicals
  - lawn mower fuel
  - paint
- procedures for the safe use and maintenance of cleaning and maintenance tools and equipment, including:
  - selection of appropriate cleaning and maintenance equipment
  - checking and ordering supplies of consumable items
  - transporting and storing equipment
- operation of septic tanks and other plumbing associated with visitor use facilities
- established communication channels and protocols
- procedures and practices for recording and reporting workplace information on a manual or computer based system or other appropriate communication system.

Assessment Conditions

The following resources must be made available:

- workplace location or simulated workplace, including camp grounds, toilet and shower blocks and natural features
- materials and equipment relevant to undertaking work applicable to this unit, including manual cleaning tools, power tools, petrol-driven lawn mowers, whipper snipper and edger
- specifications and work instructions
- relevant personnel for the purposes of communicating information

Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting.

Assessor requirements

Assessors must:

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- hold the appropriate assessor competency standards as outlined in regulations; and
- be able to demonstrate vocational competencies at least to the level being assessed; and
- be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and assessor competence.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPFGM2215 Measure trees

Modification History

Release	Comment
1	Replaces superseded equivalent FPIFGM2215B Measure trees, first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format.

Application

This unit of competency describes the outcomes required to measure trees, record tree measurement data and identify tree abnormalities.

The unit applies to measuring trees in a forest environment.

The unit applies to Forestry worker, Arboriculture worker, Farm forestry worker, Nursery worker, Plantation establishment worker, Plantation forest officer, Silviculturist

No licensing, legislative, regulatory, or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Forest Growing and Management

Elements and Performance Criteria

Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.*
1. Identify tree measuring requirements	1.1 Interpret and check work order, as required with appropriate personnel 1.2 Select tools appropriate to work requirements and check for operational effectiveness in line with manufacturer recommendations

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	1.3 Establish and maintain communication with colleagues and others in line with WHS requirements..
2. Measure and record tree measurements and abnormalities	2.1 Undertake work by using established safe operating practices in line with site procedures and environmental requirements 2.2 Select, use and maintain suitable personal protective equipment and clothing 2.3 Identify site environmental concerns in line with relevant regulations and workplace requirements 2.4 Identify from the work order the forest area to be worked within and locate on the ground 2.5 Obtain, check and record accurately tree measurements in the appropriate style and format in line with organisational and environmental requirements 2.6 Identify, assess and record tree abnormalities in line with workplace procedures.

Foundation Skills

This section describes those core and employment skills that are essential to performance and are not explicit in the performance criteria.

Learning skills to:	• review own skills in relation to assessing abnormalities in trees
Numeracy skills to:	• use mathematical techniques to calculate stand height and measure dimension and volume in relation to trees • identify, estimate and measure common angles and shapes when measuring trees
Oral communication skills to:	• select and use appropriate spoken communication strategies with work colleagues and other personnel when measuring and assessing trees
Reading skills to:	• interpret instructions which combine pictorial and written information on equipment , site plans and in workplace manuals when measuring and assessing trees
Writing skills to:	• record accurately and legibly tree measurements and factual information about tree abnormalities
Problem solving skills to:	• identify problems and equipment faults when measuring trees and demonstrate appropriate response procedures

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Range of Conditions

Not Applicable

Unit Mapping Information

FPIFGM2215B Measure trees

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPFGM2215 Measure trees

Modification History

Release	Comment
1	Replaces equivalent unit FPIFGM2215B Measure trees, first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format. Assessment requirements now specify the performance and knowledge evidence, as well as assessment conditions for this unit of competency. These sections simplify and replace components used in the previous unit format, including Required Skills and Knowledge, Evidence Guide and Range Statement

Performance Evidence

A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit. If a specific volume or frequency is not stated below, then evidence must be provided that the following requirements have been performed on at least one occasion:

- on native or plantation trees, carry out tree measuring procedures without causing damage to tree, environment, equipment or personnel and including:
  - calculating stand height in line with sampling technique
  - measuring log volume and length
  - diameter and girth (over or under bark at breast height or ground level)
  - classifying stem form or crown class
  - identify and follow applicable commonwealth, state or territory legislative and regulatory requirements and codes of practice relevant to measuring trees
- identify tree form and abnormalities, including:
  - butt swell
  - double leaders
  - heavy branching
  - ramicorns
- use and maintain appropriate measuring tools including:
  - diameter tapes
  - length tapes
  - optical wedges
  - clinometers
- locate forest or plot area from map or plan
- communicate effectively and work safely with others

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Knowledge Evidence

A person competent in this unit must be able to demonstrate knowledge of:

- tree measuring techniques, including relevant mathematical calculations and basic trigonometry including:
  - tolerances, allowances, calibration requirements and special procedures
  - tree diameter and girth (over or under bark at breast height or ground level)
  - tree height
  - log length
- organisational and site standards, requirements, policies and procedures for measuring trees
- environmental risks and hazards
- species and characteristics of vegetation to be measured, including plantation and native forest trees
- tree abnormalities including:
  - butt swell
  - double leaders
  - heavy branching
  - ramicorns
- types of measuring tools, and procedures for their safe use and maintenance, including:
  - diameter tapes
  - length tapes
  - optical wedges
  - clinometers
- established communication channels and protocols
- problem identification and resolution strategies, and common fault finding techniques
- procedures for recording and reporting workplace information

Assessment Conditions

The following resources must be made available:

- workplace location or simulated workplace that includes plantation or native forest trees
- materials and equipment relevant to undertaking work applicable to this unit including:
  - diameter tapes
  - length tapes
  - optical wedges
  - clinometers
- specifications and work instructions
- relevant personnel for the purposes of communicating information

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Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting.

Assessor requirements

Assessors must:

- hold the appropriate assessor competency standards as outlined in regulations; and
- be able to demonstrate vocational competencies at least to the level being assessed; and
- be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and assessor competence

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPFGM3201 Manage seed collection

Modification History

Release	Comment
1	Replaces equivalent unit FPIFGM3201B Manage seed collection, which was first released with FPI11 Forest and Forest Products Training Package Version 1. This is the first release of this unit in the new standards format.

Application

This unit of competency describes 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.

The unit applies to those who manage seed collection in settings such as: forest environments, farms, agriculture, nurseries and local councils.

The unit applies to Forestry technician, Nursery technician, Supervisor (Forestry operations), Tree planter, Silviculturist, Arboriculture technician

Licensing, legislative, regulatory, or certification requirements apply to this unit in some states & territories at the time of publication, and may differ according to jurisdiction.

Pre-requisite Unit

Nil

Unit Sector

Forest Growing and Management

Elements and Performance Criteria

Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.*
1. Plan seed collection	1.1 Analyse seeding and/or planting program and identify seed characteristic requirements.

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	1.2 Identify seed collection opportunities and determine a suitable area for seed collection. 1.3 Select seed collection methods and determine the quantity, cost and impacts on provenances and species. 1.4 Identify the required approvals and seek and obtain from relevant authorities. 1.5 Determine measurable performance indicators, specifications and targets. 1.6 Seed collection plan, costs and performance indicators are clearly documented and communicated to appropriate personnel.
2. Implement and monitor seed collection	2.1 Coordinate and schedule resources required for seed collection. 2.2 Establish and maintain communication with others to ensure safety. 2.3 Implement the seed collection plan. 2.4 Monitor seed collection activities to ensure compliance requirements are adhered to. 2.5 Adjust seed collection activities to meet site conditions and communicate to appropriate personnel.
3. Review seed collection	3.1 Assess and evaluate data from seed collection activity to confirm techniques, methodologies and costs are in line with plan. 3.2 Identify issues and impediments to seed collection activities and program costs. 3.3 Prepare a cost benefit analysis and make recommendations to improve future seed collecting activity. 3.4 Record and report seed collection activity to appropriate personnel.

Foundation Skills

This section describes those core and employment skills that are essential to performance and are not explicit in the performance criteria.	
Numeracy skills to:	• calculate costs of seed collecting activity and simple cost benefit analysis
Oral communication skills to:	• interact with land owners, and internal and external bodies and groups to gain approvals • disseminate information about seed collecting activity to appropriate personnel.
Writing skills to:	• prepare a seed collecting plan and report on seed collection

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	activity.

Range of Conditions

Not Applicable

Unit Mapping Information

FPIFGM3201B Manage seed collection.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPFGM3201 Manage seed collection

Modification History

Release	Comment
1	Replaces equivalent unit FPIFGM3201B Manage seed collection, which was first released with FPI11 Forest and Forest Products Training Package Version 1. This is the first release of this unit in the new standards format. Assessment requirements now specify the performance and knowledge evidence, as well as assessment conditions for this unit of competency. These sections simplify and replace components used in the previous unit format, including Required Skills and Knowledge, Evidence Guide and Range Statement

Performance Evidence

- A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit. If a specific volume or frequency is not stated below, then evidence must be provided that the following requirements have been performed on at least one occasion:
- follow legal and regulatory requirements, and codes of practice for managing seed collection
- follow organisational policies and procedures for managing seed collection
- develop a plan for seed collection which includes measurable performance indicators, specifications and targets
- coordinate and schedule resources, and manage the work of others to achieve specific outcomes
- monitor seed collection operations, ensuring that activity follows quality standards
- document results from seed collection activities and prepare a report for relevant personnel.

Knowledge Evidence

A person competent in this unit must be able to demonstrate knowledge of:

- applicable regulations, standards, codes of practice and established safe practices for managing seed collection
- organisational and site standards, policies and procedures for managing seed collection
- environmental risks and hazards of seed collection
- seed collection methods including:
  - climbing

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  - removal of branches with rifle
  - elevated platform vehicles
  - collecting after falling or felling
  - ladders
  - shaking
- biological signs that indicate that the seed crop is ready to be collected
- procedures to extract and handle seed from collected material, including handling procedures of the seed crop after picking
- treatment and documentation requirements of extracted seed
- characteristics of seed including:
  - provenance
  - potential growth characteristics
  - forest types
  - optimum time to collect
  - physiology and biology
  - dormancy
  - species
- process for approvals to undertake seed collection
- established communication channels and protocols
- procedures for recording and reporting workplace information.

Assessment Conditions

The following resources must be made available:

- seed collection site
- tools and equipment required to collect seed
- relevant personnel for the purposes of communicating information
- organisational requirements and standards for managing seed collection.

Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting.

Assessor requirements

Assessors must:

- hold the appropriate assessor competency standards as outlined in regulations; and
- be able to demonstrate vocational competencies at least to the level being assessed; and
- be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and assessor competence.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPFGM3202 Extract seed

Modification History

Release	Comment
1	Replaces equivalent unit FPIFGM3202B Extract seed, which was first released with FPI11 Forest and Forest Products Training Package Version 1. This is the first release of this unit in the new standards format.

Application

This unit of competency describes the outcomes required to extract and process native or non-native seed using an extraction unit. It includes seed storage requirements and extraction unit maintenance.

The unit applies to those who extract seed in a variety or work settings, including forest environment settings such as farms, agriculture, workshops, domestic, nurseries and local councils.

The unit applies to Forestry technician, Nursery technician, Supervisor (Forestry operations), Tree planter, Silviculturist, Arboriculture technician

No licensing, legislative, regulatory, or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Forest Growing and Management

Elements and Performance Criteria

Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.*
1. Prepare for seed extraction	1.1 Review and clarify work order with appropriate personnel. 1.2 Receive and visually assess seed bearing material and ensure species is identified on container label.

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	1.3 Weigh and label containers with identifiers in line with site procedures. 1.4 Store material in dry and well-ventilated conditions.
2. Extract seed	2.1 Plan and check seed extraction processes for safe working conditions 2.2 Select appropriate extraction units and equipment and check for operational effectiveness. 2.3 Operate and monitor seed extraction systems to extract maximum seed yield. 2.4 Inspect seed capsules and reprocess as required to ensure maximum yield.
3. Clean and store seed	3.1 Weigh and store separated seed in line with species requirements and site procedures. 3.2 Accurately record seed information. 3.3 Package seed for storage with label to maintain traceability to collection source.
4. Clean and maintain extraction unit	4.1 Clean, maintain and calibrate extraction units and equipment. 4.2 Dispose of residue and other waste material in line with site environmental management guidelines. 4.3 Report abnormal operation or faults in equipment for corrective action. 4.4 Clean and maintain work areas in line with site procedures, and organisational and environmental requirements. 4.5 Record and report results of seed extraction process.

Foundation Skills

This section describes those core and employment skills that are essential to performance and are not explicit in the performance criteria.
• calibrate scales, ensuring compliance with weights and measure authority.
• correctly label seeds • complete records, reports and maintenance logs.

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Range of Conditions

Not Applicable

Unit Mapping Information

FPIFGM3202B Extract seed.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPFGM3202 Extract seed

Modification History

Release	Comment
1	Replaces equivalent unit FPIFGM3202B Extract seed, which was first released with FPI11 Forest and Forest Products Training Package Version 1. This is the first release of this unit in the new standards format. Assessment requirements now specify the performance and knowledge evidence, as well as assessment conditions for this unit of competency. These sections simplify and replace components used in the previous unit format, including Required Skills and Knowledge, Evidence Guide and Range Statement

Performance Evidence

A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit. If a specific volume or frequency is not stated below, then evidence must be provided that the following requirements have been performed on at least one occasion:

- apply safe and efficient techniques to identify, extract, clean and store seed in line with species requirements, work order and organisational guidelines
- operate seed extraction units and equipment including
  - kilns operated by gas, solar energy, oil or electricity
  - sieves of various sizes
  - air-drying racks and trays
  - conveyor belt
- clean, maintain and calibrate seed extraction units and equipment
- record seed species information and extraction results including
  - species name
  - weight
  - place or origin
  - container identifier.

Knowledge Evidence

A person competent in this unit must be able to demonstrate knowledge of:

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- regulations, standards, codes of practice and established safe practices for extracting seed
- organisational and site standards, policies and procedures for extracting seed
- environmental protection requirements for extracting seed
- the cleaning maintenance and calibration of plant, tools and equipment
- hazards associated with seed extraction, processing and storage
- seed species, including native and non-native
- seed extraction processes
- identification of seed species from capsules
- storage procedures and requirements for different seed species
- procedures for recording and reporting workplace information.

Assessment Conditions

The following resources must be made available:

- manual or automated seed extraction equipment
- material with seed to be extracted
- relevant personnel for the purposes of communicating information
- documents, spreadsheets and commonly used proforma documents
- work order, workplace requirements and site standards for extracting seed.

Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting.

Assessor requirements

Assessors must:

- hold the appropriate assessor competency standards as outlined in regulations; and
- be able to demonstrate vocational competencies at least to the level being assessed; and
- be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and assessor competence.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPFGM3203 Conduct an instrument survey

Modification History

Release	Comment
1	Replaces equivalent unit FPIFGM3203B Conduct an instrument survey, which was first released with FPI11 Forest and Forest Products Training Package Version 1. This is the first release of this unit in the new standards format.

Application

This unit of competency 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.

The unit applies to those who conduct instrument surveys in a forest environment.

Licensing, legislative, regulatory, or certification requirements apply to this unit in some states and territories at the time of publication, and may differ according to jurisdiction.

Pre-requisite Unit

Nil

Unit Sector

Forest Growing and Management

Harvesting and Haulage

Elements and Performance Criteria

Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.*
1. Plan instrument survey	1.1 Identify and follow WHS, environmental, legal and organisational requirements relevant to conducting an instrument survey. 1.2 Adhere to site environmental protection measures in line with relevant requirements. 1.3 Check work order, identify survey purpose and check

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	specifications with appropriate personnel. 1.4 Relevant information is obtained, interpreted and analysed for impact on current survey. 1.5 Coordinate and schedule survey tools, equipment and personnel requirements. 1.6 Identify and organise permit or licence requirements. 1.7 Select survey method/s and instruments and communicate survey schedule to appropriate personnel.
2. Implement and monitor instrument survey	2.1 Establish and maintain regular communication with others in line with WHS requirements and to ensure continuous workflow and progress. 2.2 Carry out instrument survey in line with work order and specifications in survey plan, consulting individuals and groups as required. 2.3 Monitor and modify survey plan as required in response to equipment, personnel, site condition changes and environmental requirements. 2.4 Conduct routine checks to ensure survey documentation and data are accurately and continuously recorded and completed. 2.5 Routinely review survey progress to maintain efficient options, and hazards or impediments to the survey are promptly rectified.
3. Review instrument survey	3.1 Compile and organise survey documentation and data for review. 3.2 Prepare map or plan in line with survey requirements. 3.3 Prepare survey report in appropriate format in line with organisational guidelines. 3.4 Undertake evaluation of survey plan and processes and documented for use in reviewing and revising future instrument surveys. 3.5 Record and report instrument survey outcomes in line with site procedures and organisational requirements.

Foundation Skills

This section describes those core and employment skills that are essential to performance and are not explicit in the performance criteria.	
Numeracy skills to:	• read maps and interpret survey data • prepare plans and diagrams representative of instrument

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	survey.
Planning and organising skills to:	• plan survey schedule • organise instruments, equipment, licenses and personnel to carry out instrument survey.
Problem solving skills to:	• identify equipment faults or impediments to survey work and rectify.

Range of Conditions

Not Applicable

Unit Mapping Information

FPIFGM3203B Conduct an instrument survey.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPFGM3203 Conduct an instrument survey

Modification History

Release	Comment
1	Replaces equivalent unit FPIFGM3203B Conduct an instrument survey, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format. Assessment requirements now specify the performance and knowledge evidence, as well as assessment conditions for this unit of competency. These sections simplify and replace components used in the previous unit format, including Required Skills and Knowledge, Evidence Guide and Range Statement.

Performance Evidence

A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit. If a specific volume or frequency is not stated below, then evidence must be provided that the following requirements have been performed on at least one occasion:

- follow organisational policies and procedures relevant to conducting an instrument survey
- communicating and following safe work practices
- plan and coordinate instrument survey processes and implementing an instrument plan
- monitor the collection of survey documentation and data
- prepare a survey report to include data analysis and consider costs, difficulties or issues faced and recommendations for future work.

Knowledge Evidence

A person competent in this unit must be able to demonstrate knowledge of:

- workplace requirements and site standards requirements, policies and procedures for conducting an instrument survey
- environmental risks and hazards of survey work
- environmental protection requirements of work sites
- survey techniques and purposes including laying out road lines, marking establishment boundaries and forest area boundaries, assessment of forest, laying out planting rows, site design or drainage design
- safety issues and hazards associated with undertaking boundary surveys
- methods of navigating and geographically orienting in the field

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- established communication channels and protocols
- problem identification and resolution strategies, and common fault finding techniques
- types of tools and equipment used for instrument surveys, and procedures for their safe use and maintenance
- procedures for recording and reporting workplace information.

Assessment Conditions

The following resources must be made available:

- survey instruments and equipment
- site to be surveyed
- survey tools including tape, hammer, pegs and pins, chain, measuring wheel, global positioning system (GPS)
- personal protective equipment for conducting an instrument survey
- work order, workplace requirements and site standards for conducting an instrument survey.

Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting.

Assessor requirements

Assessors must:

- hold the appropriate assessor competency standards as outlined in regulations; and
- be able to demonstrate vocational competencies at least to the level being assessed; and
- be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and assessor competence.

Links

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FWPFGM3206 Plan and implement non-commercial thinning operations

Modification History

Release	Comment
1	Replaces equivalent unit FPIFGM3206B Plan and implement non-commercial thinning operations, which was first released with FPI11 Forest and Forest Products Training Package Version 1. This is the first release of this unit in the new standards format.

Application

This unit of competency describes the outcomes required to control non-commercially thin species growing on site, to maintain the health of the stand, improve productivity and long-term sustainability, and ensure maximum growth vigour to optimise product outcome. It includes treatment with chemicals and the use of mechanical equipment.

The unit applies to a variety of work settings, including: forest environments, farms, agriculture operations, nurseries and local councils.

The unit applies to Forestry technician, Nursery technician, Supervisor (Forestry operations), Tree planter, Silviculturist, Arboriculture technician.

No licensing, legislative, regulatory, or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Forest Growing and Management

Elements and Performance Criteria

Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.*

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1. Plan thinning operations	1.1 Review and assess relevant plans and site information for thinning operations. 1.2 Identify sample area and measure growth. 1.3 Plan level of overwood treatment accounting for habitat or seed tree considerations. 1.4 Plan thinning operation methods in line with budget and resources and confirm with appropriate personnel. 1.5 Seek and obtain necessary approvals.
2. Implement thinning operations	2.1 Obtain and coordinate required resources and equipment and authorisations in line with organisational requirements. 2.2 Organise schedule for operations with appropriate personnel. 2.3 Mark trees for treatment in line with plan and organisational procedures 2.4 Establish and maintain communication with others to coordinate work and keep work site safe. 2.5 Coordinate thinning operations in line with plans, budget, OHS, environmental and legislative requirements. 2.6 Monitor and adjust operations in line with site conditions to ensure effective and efficient work and minimal damage to stand.
3. Review thinning operations	3.1 Review operation against relevant plan and organisational and environmental requirements. 3.2 Analyse information to determine effectiveness of thinning operations and possible improvements to future operations. 3.3 Prepare recommendations for future operations, based on assessment of information collected. 3.4 Record and report operation activities and results to the appropriate personnel.

Foundation Skills

This section describes those core and employment skills that are essential to performance and are not explicit in the performance criteria.	
Numeracy skills to:	• determine forest growth in terms of number of trees per hectare, height, girth • review and analyse information to determine cost effectiveness of operations.

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Planning and organising skills to:	• identify work requirements in line with site conditions • analyse data and requirements to plan efficient operations.

Range of Conditions

Not Applicable

Unit Mapping Information

FPIFGM3206B Plan and implement non-commercial thinning operations.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPFGM3206 Plan and implement non-commercial thinning operations

Modification History

Release	Comment
1	Replaces equivalent unit FPIFGM3206B Plan and implement non-commercial thinning operations, which was first released with FPI11 Forest and Forest Products Training Package Version 1. This is the first release of this unit in the new standards format. Assessment requirements now specify the performance and knowledge evidence, as well as assessment conditions for this unit of competency. These sections simplify and replace components used in the previous unit format, including Required Skills and Knowledge, Evidence Guide and Range Statement

Performance Evidence

A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit. If a specific volume or frequency is not stated below, then evidence must be provided that the following requirements have been performed on at least one occasion:

- plan a non-commercial thinning operation to achieve one or more of the following:
  - work to maintain the health of the stand
  - improve productivity and long-term sustainability
  - provide for end product mix requirements
  - manage notifiable weeds.
- and that includes:
  - identified and measured areas to be thinned
- use mechanical and chemical methods to thin forest growth effectively
- monitor non-commercial thinning operations to ensure safe and efficient work practice and minimal damage to stand
- review operations and use findings to document improvements to future operations.

Knowledge Evidence

A person competent in this unit must be able to demonstrate knowledge of:

- workplace procedures and site standards for planning and implementing non-commercial thinning operations

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- environmental protection requirements relevant to planning and implementing non-commercial thinning operations
- methods and products used for thinning operations including one or more of the following:
  - felling
  - poisoning
  - sapringing
  - ringbarking
- processes for managing risks and hazards associated with thinning operations
- relevant biology and stand dynamics for the species
- common diseases, pests and nutritional deficiencies for the species being thinned
- common weed and herbicide interactions
- tools and equipment used for non-commercial thinning operations, and procedures for their safe use and maintenance
- authorisations and approvals processes including:
  - permits
  - approvals
  - licenses relating to neighbouring sites or properties
  - hours of operation
  - use and application of chemicals.
- procedures for recording and reporting workplace information.

Assessment Conditions

The following resources must be made available:

- mechanical equipment for thinning operations
- chemicals for thinning operations
- site with growth to be non-commercially thinned
- relevant personnel for the purposes of communicating information
- workplace requirements and site standards for planning and conducting non-commercial thinning operations.

Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting.

Assessor requirements

Assessors must:

- hold the appropriate assessor competency standards as outlined in regulations; and
- be able to demonstrate vocational competencies at least to the level being assessed; and
- be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and assessor competence.

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FWPFGM3207 Coordinate stem improvement

Modification History

Release	Comment
1	Replaces equivalent unit FPIFGM3207B Coordinate stem improvement, which was first released with FPI11 Forest and Forest Products Training Package Version 1. This is the first release of this unit in the new standards format.

Application

This unit of competency describes the outcomes required to plan, implement and monitor the development of preferred stem shape or number of branches, using techniques such as pruning and pest control.

The unit applies to those who coordinate stem improvement in a forest environment.

No licensing, legislative, regulatory, or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Forest Growing and Management

Elements and Performance Criteria

Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.*
1. Plan stem improvements	1.1 Obtain and review relevant information for impact on stem improvement planning. 1.2 Identify and select methods of intervention in line with required product. 1.3 Determine and document measurable performance indicators, specifications and targets. 1.4 Identify, seek and obtain required approvals from relevant

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	authorities. 1.5 Document and communicate stem improvement plan and its performance indicators to appropriate personnel.
2. Implement and monitor stem improvement	2.1 Identify and coordinate resources required for stem improvement activities. 2.2 Implement stem improvement plan to ensure stem health and growth are maintained. 2.3 Carry out systematic checks to ensure compliance requirements are adhered to 2.4 Monitor and adjust stem improvement activities as required 2.5 Identify and control risks and hazards in the work area.
3. Review stem improvement	3.1 Assess and evaluate data from operations to confirm methods and ensure budgets are in line with the plan. 3.2 Identify issues and impediments to stem improvement activities and program costs and document. 3.3 Recommend changes to stem improvement operations to improve costs effectiveness. 3.4 Record, report and disseminate information about stem improvement processes to appropriate personnel

Foundation Skills

This section describes those core and employment skills that are essential to performance and are not explicit in the performance criteria.	
Numeracy skills to:	• analyse operational costs and output to determine effectiveness of work.
Oral communication skills to:	• supervise operational staff and contractors to work efficiently and effectively.
Planning and organising skills to:	• determine a stem improvement plan taking into consideration the site conditions, species and methods • supervise operational staff and contractors to work efficiently and effectively.

Range of Conditions

Not Applicable

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Unit Mapping Information

FPIFGM3207B Coordinate stem improvement

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPFGM3207 Coordinate stem improvement

Modification History

Release	Comment
1	Replaces equivalent unit FPIFGM3207B Coordinate stem improvement, which was first released with FPI11 Forest and Forest Products Training Package Version 1. This is the first release of this unit in the new standards format. Assessment requirements now specify the performance and knowledge evidence, as well as assessment conditions for this unit of competency. These sections simplify and replace components used in the previous unit format, including Required Skills and Knowledge, Evidence Guide and Range Statement

Performance Evidence

A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit. If a specific volume or frequency is not stated below, then evidence must be provided that the following requirements have been performed on at least one occasion:

- plan and coordinate a safe and effective stem improvement operation that includes one or more of the following methods:
  - pruning using mechanical or hand tools
  - using chemicals or biological agents
- follow organisational policies and procedures for coordinating stem improvement that includes:
  - recycling pruned material
  - disposing of pruned material that cannot be recycled due to chemicals or biological agents used
- identify and recommend methods and strategies to manage stem quality and growth
- determine and document measurable performance indicators, specifications and targets for work
- supervise staff to carry out stem improvement
- monitor stem improvement operation for efficiency and effectiveness
- document results from stem improvement activities and prepare a report for appropriate personnel.
-

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Knowledge Evidence

A person competent in this unit must be able to demonstrate knowledge of:

- regulations, standards, codes of practice and safe practices for coordinating stem improvement
- environmental protection requirements, including the safe disposal of waste material and chemicals
- pruning techniques for target species
- tools and equipment used for stem improvement operations, and their safe use and maintenance including:
  - pruners
  - jacksaw
  - pouch
  - steps
  - epicormic remover
  - pole saw
  - ladder
  - climbing gear
- recognition and identification of species and plant identification sources
- approvals and documentation required for use of chemical or biological agents
- effective communication methods
- hazards that may apply to stem improvement activities including:
  - adverse weather conditions
  - adverse terrain conditions
  - use of machinery
  - use of chemicals or biological agents
- procedures for recording and reporting workplace information.

Assessment Conditions

The following resources must be made available:

- site that requires stem improvement operations
- resources and tools for stem improvement including:
  - pruners
  - jacksaw
  - pouch
  - steps
  - epicormic remover
  - pole saw
  - ladder
  - climbing gear

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- relevant personnel for the purposes of communicating information
- workplace requirements and site standards for coordinating thinning operations.

Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting.

Assessor requirements

Assessors must:

- hold the appropriate assessor competency standards as outlined in regulations; and
- be able to demonstrate vocational competencies at least to the level being assessed; and
- be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and assessor competence.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPFGM3210 Patrol forest

Modification History

Release	Comment
1	Replaces equivalent unit FPIFGM3210B Patrol forest, which was first released with FPI11 Forest and Forest Products Training Package Version 1. This is the first release of this unit in the new standards format.

Application

This unit of competency describes the outcomes required to patrol a forest estate and inspect visitor site facilities. The unit includes identifying and assessing risks and hazards, and collecting evidence in line with prescribed formats and procedures.

The unit applies to Park Ranger, Forestry Officer.

No licensing, legislative, regulatory, or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Forest Growing and Management

Elements and Performance Criteria

Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.*
1. Prepare for patrol	1.1 Identify patrol requirements outlined in work instructions. 1.2 Access and prepare necessary equipment and store safely in patrol vehicle. 1.3 Establish communication links with appropriate personnel notify them of intended activities. 1.4 Prepare and communicate contingency plans to appropriate

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	personnel.
2. Carry out patrol	2.1 Conduct patrol in line with work instructions. 2.2 Identify and assess risks and potential consequences to staff, the public and forest estate. 2.3 Implement control measures promptly, in line with WHS requirements and organisational procedures. 2.4 Implement appropriate follow-up action and document.
3. Respond to complaints or breaches	3.1 Assess complaints or breaches of legislation, in line with WHS, environmental, heritage and organisational requirements. 3.2 Collect and document evidence of breaches. 3.3 Take appropriate follow-up action. 3.4 Record and report forest patrol activities and outcomes.

Foundation Skills

This section describes those core and employment skills that are essential to performance and are not explicit in the performance criteria.	
Oral communication skills to:	• appropriately question people to collect evidence of breach • listen to complaints.
Problem solving skills to:	• to determine course of action to follow up on complaints and breaches of legislation.
Planning and initiative skills	• to follow through on course of action in response to breach • appropriately respond to complaints.

Range of Conditions

Not Applicable

Unit Mapping Information

FPIFGM3210B Patrol forest.

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPFGM3210 Patrol forest

Modification History

Release	Comment
1	Replaces equivalent FPIFGM3210B Patrol forest, which was first released with FPI11 Forest and Forest Products Training Package Version 1. Significant changes to the unit include: Performance criteria revised, range statement reduced, foundation skills revised, new evidence requirements for assessment, skills and knowledge integrated elsewhere in unit. This is the first release of this unit in the new standards.

Performance Evidence

A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit. If a specific volume or frequency is not stated below, then evidence must be provided that the following requirements have been performed on at least one occasion:

- prepare for a patrol ensuring communication links are established, appropriate notification of intended patrol route and area
- prepare and communicate contingency plans of one or more of the following:
  - search and rescue of lost members of the public and colleagues
  - recovery of vehicles
  - clearing of roads
  - evacuation plans
  - bush fire control assistance to emergency services or other government agencies
  - administration of first aid.
- carry out a patrol, identifying and assessing risks and hazards, and demonstrating appropriate response procedures
- respond to complaints and breaches of legislation, including
  - unauthorised use of roads to which public access is restricted
  - unauthorised use of firearms by members of the public
  - damage or theft of the forest estate by members of the public
  - illegal activities by members of the public, particularly in campsites
- report forest patrol activity
- follow applicable legal, regulatory and organisational requirements, and codes of practice for patrolling a forest

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Knowledge Evidence

A person competent in this unit must be able to demonstrate knowledge of:

- applicable regulations, standards, codes of practice and established safe practices relevant to patrolling a forest
- organisational and site standards, requirements, policies and procedures for patrolling a forest
- environmental risks and hazards typically found in a forest, and on patrol of a forest
- typical types, use and maintenance of communications equipment
- navigating using a map or a GPS
- the geography of the patrol area
- formats and procedures for collecting and documenting evidence that includes:
  - verbal
  - written
  - physical
- typical complaints and breaches, and appropriate response procedures and follow-up actions including:
  - unauthorised use of roads or entry to areas to which public access is restricted
  - unauthorised use of firearms by members of the public
  - damage or theft of the forest estate by members of the public
  - illegal activities by members of the public, particularly in campsites
- procedures for recording and reporting workplace information.

Assessment Conditions

The following resources must be made available:

- forest site to patrol
- relevant personnel for the purposes of communicating information
- workplace requirements and site standards for planning and conducting a forest patrol.

Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting.

Assessor requirements

Assessors must:

- hold the appropriate assessor competency standards as outlined in regulations; and
- be able to demonstrate vocational competencies at least to the level being assessed; and
- be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and assessor competence.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPFGM3211 Manage coppice stems

Modification History

Release	Comment
Release 2	This version released with FWP Training Package Version 3.0 to correct application section and minor typographical errors.
Release 1	This version released with FWP Training Package Version 2.0.

Application

This unit of competency describes the outcomes required to manage coppice stem development in the regeneration of broadleaf forests by allowing coppice stems to grow from ground level stumps (stools). The unit includes thinning to promote growth of stronger stems and to achieve a higher yield rate.

The unit applies to Forestry technician, Nursery technician, Supervisor (Forestry operations), Tree planter, Silviculturist, Arboriculture technician.

No licensing, legislative, regulatory, or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Forest Growing and Management

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential *outcomes.*	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for coppice management	1.1 Review and clarify work order with appropriate personnel. 1.2 Identify and assess type and quantity of stumps to grow coppice and plan coppice activities.

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	1.3 Select thinning equipment and check for operational effectiveness.
2. Develop coppice stems	2.1 Establish and maintain communication with others to ensure a safe work environment. 2.2 Assess environmental conditions and respond to them when planning the coppice development of each tree stump. 2.3 Direct chainsaw operators to cut tree stumps at ground level to form stools. 2.4 Clear stools of debris and allow to rest and sprout coppice. 2.5 Protect coupe from wildlife and grazing animals during coppice development. 2.6 Remove or leave standard seedlings in line with the coppice management plan 2.7 Assess stools regularly to measure and gauge the amount of coppice growth.
3. Undertake thinning	3.1 Assess coppice stems to identify stronger stems and determine how many stems to leave. 3.2 Remove weaker or smaller coppice stems by hand or mechanically. 3.3 Undertake thinning regularly to control regrowth and promote the growth of retained coppice stems. 3.4 Direct and prepare harvesting activities to thin more mature coppice forests. 3.5 Recycle debris in line with site procedures and environmental requirements. 3.6 Record and report coppice management activities to the appropriate personnel.

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FWPFGM3211	FWPFGM3211	Application section and minor	Equivalent

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Code and title current version	Code and title previous version	Comments	Equivalence status
Manage coppice stems Release 2	Manage coppice stems Release 1	typographical errors corrected	unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPFGM3211 Manage coppice stems

Modification History

Release	Comment
Release 2	This version released with FWP Training Package Version 3.0 to correct application section and minor typographical errors.
Release 1	This version released with FWP Training Package Version 2.0.

Performance Evidence

A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit. If a specific volume or frequency is not stated below, then evidence must be provided that the following requirements have been performed on at least one occasion:

- manage coppice stems to promote forest regeneration and bring about high volume yields
- conduct thinning operations of coppice stems using thinning tools, equipment and machinery
- follow organisational policies and procedures for managing coppice stems
- identify and recommend methods manage stem quality and growth
- communicate coppice stem management requirements effectively
- report results from coppice management activities to appropriate personnel.

Knowledge Evidence

A person competent in this unit must be able to demonstrate knowledge of:

- applicable regulations, standards, codes of practice and established safe practices for managing coppice stems
- environmental protection requirements, including the safe disposal of waste
- environmental risks and hazards associated with working in a forest and managing coppice growth
- characteristics of trees and timber defects
- coppice stem development and regeneration methods
- tools, equipment and machinery used for managing coppice stems, and their safe use and maintenance

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- established communication channels and protocols to maintain safety and effective work flow
- procedures for recording and reporting workplace information.

Assessment Conditions

The following resources must be made available:

- site with stumps and coppice growth to be managed
- tools, equipment and machinery used for managing coppice stems
- suitable PPE for managing coppice stems
- relevant personnel for the purposes of communicating information
- workplace requirements and site standards for managing coppice stems.

Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting.

Assessor requirements

Assessors must:

- hold the appropriate assessor competency standards as outlined in regulations; and
- be able to demonstrate vocational competencies at least to the level being assessed; and
- be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and assessor competence.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPFGM3214 Operate a four wheel drive in a towing situation

Modification History

Release	Comment
1	Replaces equivalent unit FPIFGM3214 Operate a four wheel drive in a towing situation, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format.

Application

This unit of competency describes the outcomes required to tow and move an object using a four-wheel drive (4x4) vehicle on roads and varied terrain. This may include towing a trailer, vehicle or equipment as well as moving logs or other loads.

The unit applies to those who tow and move objects using a four wheel drive in forest environments and timber processing environments.

Licensing, legislative, regulatory, or certification requirements apply to this unit in some states & territories at the time of publication, and may differ according to jurisdiction.

Pre-requisite Unit

Nil

Unit Sector

Forest Growing and Management

Harvesting and Haulage

Sawmilling and Processing

Elements and Performance Criteria

Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.*

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1. Prepare 4x4 for towing	1.1 Identify and follow WHS, environmental, legal and organisational requirements relevant to operating in a towing situation. 1.2 Identify type of object to be towed and determine a suitable towing arrangement. 1.3 Identify equipment requirements and techniques to carry out the towing job. 1.4 Identify potential hazards that may be experienced at the towing site and during the towing operation. 1.5 Assess the towing activity for safety, security of passengers, vehicles and property. 1.6 Check the 4x4 vehicle to ensure equipment is appropriate to conditions and operationally effective in line with manufacturer specifications.
2. Drive 4x4 towing a trailer	2.1 Identify hazards and risk-management strategies associated with towing a trailer. 2.2 Safely couple and uncouple the trailer. 2.3 Secure load onto trailer. 2.4 Apply risk-management strategies while 4x4 vehicle is in operation and towing a trailer. 2.5 Demonstrate driving forward, reversing a trailer uphill, around corners and in a straight line. 2.6 Use correct jack technique to change a trailer wheel. 2.7 Park and shut down 4x4 vehicle in line with manufacturer specifications and organisational requirements.
3. Drive 4x4 moving an attached object	3.1 Secure vehicle, equipment or object to be moved using appropriate recovery devices. 3.2 Apply risk-management strategies to a 4x4 vehicle moving an object. 3.3 Drive 4x4 and move attached object.
4. Perform post-towing tasks	4.1 Notify relevant personnel of trip completion. 4.2 Carry out maintenance on allocated vehicle. 4.3 Record and report activity in line with organisational procedures.

Foundation Skills

This section describes those core and employment skills that are essential to performance and

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are not explicit in the performance criteria.	
Numeracy skills to:	• measure, estimate and calculate time required to complete the task • determine if vehicle has sufficient fuel for the task.
Initiative and enterprise skills to:	• apply precautions and required action to minimise, control or eliminate hazards that can occur during work activities.
Problem-solving skills to:	• identify faults and issues associated with towing a trailer and moving objects with a 4x4 vehicle, and identify solutions.

Range of Conditions

Not Applicable

Unit Mapping Information

FPIFGM3214 Operate a four wheel drive in a towing situation

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPFGM3214 Operate a four wheel drive in a towing situation

Modification History

Release	Comment
	Replaces equivalent unit FWPFGM3214 Operate a four wheel drive in a towing situation, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format. Assessment requirements now specify the performance and knowledge evidence, as well as assessment conditions for this unit of competency. These sections simplify and replace components used in the previous unit format, including 'Required Skills and Knowledge, Evidence Guide and Range Statement

Performance Evidence

A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit. If a specific volume or frequency is not stated below, then evidence must be provided that the following requirements have been performed on at least one occasion:

- follow applicable legal and regulatory requirements, and codes of practice relevant to operating a 4x4 vehicle towing a trailer or moving an object
- couple and uncouple a trailer
- safely couple and uncouple vehicles, equipment and objects using recovery equipment
- operate a 4x4 in a towing situation
- follow organisational policies and procedures relevant to operating a 4x4 in a towing situation
- assess the safety of towing a trailer or object and consider risk management strategies including:
  - appropriate vehicle and trailer clearance
  - appropriate approach and departure angles
  - correct load management
  - controlled braking methods using electric brakes, no brakes, override brakes
  - adequate movement of the tow system
  - making adjustment for extra length and width of trailers, and their tendency to 'cut in' on corners and curves
  - making appropriate adjustment in braking distance to compensate for the combined extra weight of vehicle and trailer
  - driving vehicle to minimise trailer sway

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  - engaging a lower gear when travelling downhill with a trailer to give greater vehicle control and reduce load on brakes
  - ensuring mirrors on both sides of towing vehicle are properly adjusted to give a clear view of vehicles approaching from the rear.
- use and maintain relevant tools, machinery and equipment
-

Knowledge Evidence

A person competent in this unit must be able to demonstrate knowledge of:

- applicable regulations, standards, codes of practice and established safe practices relevant to processes when towing a trailer or object
- environmental risks and hazards, organisational and site standards, requirements, policies and procedures for towing a trailer or object including:
  - damage to vehicle
  - wet and iced terrain
  - flooded terrain
  - fire in vehicle
  - fire at the scene
  - faulty brakes
  - leaking fuel
  - faulty steering mechanism on vehicle
  - animals and objects in vehicle path
  - crocodiles and snakes in some areas
  - windy or foggy sections of terrain
  - steep slopes
  - land slides
  - tree limbs
  - black ice
  - trailers
  - logs, rocks and other unexpected obstacles
  - weather conditions
  - slippery surfaces
  - unsafe or damaged equipment
  - spilt or leaking fuel or dangerous or hazardous goods or substances
  - unsafe manual-lifting procedures
- recovery devices suitable for towing including:
  - winches
  - ropes
  - cables
  - slings and straps

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  - pullers
- road rules, regulations, permit and licence requirements of the relevant state or territory
- operational knowledge of 4x4 vehicle, including controls, instruments and indicators, and their use
- 4x4 driving and towing techniques
- vehicle maintenance requirements
- established communication channels and protocols
- relevant personnel for the purposes of communicating information
- vehicle problem identification and resolution strategies, and common vehicle fault-finding techniques
- characteristics, applications, capabilities and limitations of a 4x4 vehicle while towing a trailer or object
- tools and equipment used when setting up and securing an object for towing
- typical problems that may occur when setting up and securing an object for towing, and how to resolve them
- procedures for recording and reporting workplace information.
-

Assessment Conditions

The following resources must be made available:

- manual or automatic or all wheel drive (AWD) four-wheel drive vehicle
- trailer to tow
- object to move
- personal protective equipment required to operate a four wheel drive vehicle in a towing situation
- relevant personnel for the purposes of communicating information

Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting.

Assessor requirements

Assessors must:

- hold the appropriate assessor competency standards as outlined in regulations; and
- be able to demonstrate vocational competencies at least to the level being assessed; and
- be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and assessor competence.
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FWPFGM3215 Perform complex 4x4 operations

Modification History

Release	Comment
1	Replaces equivalent unit FPIFGM3215 Perform complex 4x4 operations, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format.

Application

This unit of competency describes the outcomes required to perform complex four-wheel drive (4x4) vehicle operations, including operations over rugged terrain and water crossings.

The unit applies to those who operate a four wheel drive in forest and timber processing environments.

Licensing, legislative, regulatory, or certification requirements apply to this unit in some states and territories at the time of publication, and may differ according to jurisdiction.

Pre-requisite Unit

Nil

Unit Sector

Forest Growing and Management

Harvesting and Haulage

Sawmilling and Processing

Elements and Performance Criteria

Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.*
1. Prepare for complex 4x4 operations	1.1 Identify and assess types of water crossings and terrain being accessed for safe operating conditions. 1.2 Check that 4x4 vehicle being used is appropriate to conditions and operationally effective in line with manufacturer

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	specifications. 1.3 Identify appropriate range of personal protective equipment (PPE) to be carried for the trip conditions. 1.4 Establish communication with others and choose required safety mechanisms in line with organisational requirements.
2. Prepare 4x4 vehicle for water crossing	2.1 Place cover securely across the front of the vehicle when required by water depth. 2.2 Protect electrical connectors, battery terminals and electrical components. 2.3 Check wheel hubs to engage/lock position. 2.4 Select appropriate gear for water crossing. 2.5 Allow vehicle to cool down before entering water
3. Negotiate water crossing	3.1 Assess hazards and risks associated with water crossings. 3.2 Determine safety of water crossing. 3.3 Establish and select entry and exit points for crossing in line with current flow and risk assessment. 3.4 Access water crossing to determine depth of water at intended crossing point. 3.5 Monitor the track continually to identify hazards and assess risks. 3.6 Perform water crossing by maintaining a constant bow wave.
4. Perform check of vehicle operations on completion of water crossing	4.1 Drain water from 4x4 vehicle back into the water crossing. 4.2 Dry brakes off by gentle application while moving. 4.3 Check engine oils for contamination. 4.4 Check air cleaner elements for water intrusion and assess air intake operational effectiveness. 4.5 Check differential and gear box oils after prolonged periods in the water.
5. Operate vehicle in rugged terrain	5.1 Determine intended route prior to departure. 5.2 Inspect intended vehicle path prior to negotiation of rugged terrain. 5.3 Identify potential hazards and risks when operating vehicle in rugged terrain and ensure appropriate response can be applied 5.4 Inspect, position and secure vehicle load to maximise traction for 4x4 driving. 5.5 Set vehicle controls in line with manufacturer specifications

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	and for operation in the rugged terrain. 5.6 Negotiate terrain in line with requirements for specific driving conditions.
6. Recover vehicle from loss of traction while ascending	6.1 Determine intended route backwards. 6.2 Use correct brake and engine techniques to reverse vehicle. 6.3 Ensure vehicle comes to a safe stop.
7. Perform post-trip tasks	7.1 Notify relevant personnel of trip completion. 7.2 Carry out maintenance on allocated vehicle. 7.3 Record and report activity in line with organisational procedures.

Foundation Skills

This section describes those core and employment skills that are essential to performance and are not explicit in the performance criteria.	
Numeracy skills to:	• measure, estimate and calculate time required to complete the task • time to complete the task • determine if vehicle has sufficient fuel for the task.
Initiative and enterprise skills to:	• apply precautions and required action to minimise, control or eliminate hazards that may exist during work activities.
Problem-solving skills to:	• identify faults and issues associated with performing complex 4x4 operations, and identify solutions.

Range of Conditions

Not Applicable

Unit Mapping Information

FPIFGM3215 Perform complex 4x4 operations

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Links

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Assessment Requirements for FWPFGM3215 Perform complex 4x4 operations

Modification History

Release	Comment
1	Replaces equivalent FPIFGM3215 Perform complex 4x4 operations, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format. Assessment requirements now specify the performance and knowledge evidence, as well as assessment conditions for this unit of competency. These sections simplify and replace components used in the previous unit format, including 'Required Skills and Knowledge, Evidence Guide and Range Statement'.

Performance Evidence

- A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit. If a specific volume or frequency is not stated below, then evidence must be provided that the following requirements have been performed on at least one occasion:
- follow applicable legal and regulatory requirements, and codes of practice relevant to performing complex 4x4 operations
- follow organisational policies and procedures relevant to performing complex 4x4 operations
- assess the safety and potential hazards of planned water and rugged terrain crossings including consideration of:
  - assessment of water speed and depth
  - underwater hazards
  - debris in water
  - rocks and other unexpected obstacles
  - variable water depth and width of crossing
  - risk of vehicle being swept down the waterway
  - tidal influences
  - wet and iced terrain
  - flooded terrain
  - fire in vehicle
  - faulty brakes

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  - leaking fuel
  - faulty steering mechanism on vehicle
  - animals and objects in vehicle path
  - crocodiles and snakes in some areas
  - windy or foggy sections of terrain
  - steep slopes
  - slippery surfaces
  - land slides
  - tree limbs
  - black ice
  - trailers
- safely perform 4x4 operations over rugged terrain and water crossings in line with the conditions and 4x4 operating requirements
- select correct gear/range to negotiate terrain
- engage and disengage freewheel hubs in line with driving conditions
- identify safe locations for entry into and out of a waterway
- identify and prepare supplies and resources appropriate to the journey
- use correct techniques to safely stop and start on steep terrain
- use and maintain relevant tools, machinery and equipment.

Knowledge Evidence

A person competent in this unit must be able to demonstrate knowledge of:

- applicable regulations, standards, codes of practice and established safe practices relevant to the full range of processes when performing complex 4x4 operations
- environmental risks and hazards, organisational and site standards, requirements, policies and procedures for performing complex 4x4 operations
- road rules, regulations, permit and licence requirements of the relevant state or territory
- operational knowledge of 4x4 vehicle, including controls, instruments and indicators, and their use
- environmental protection requirements relating to 4x4 operations in rugged terrain
- organisational and site standards, requirements, policies and procedures for performing complex 4x4 operations
- road rules, regulations, permit and licence requirements of the relevant state or territory
- operational knowledge of 4x4 vehicle, including controls, instruments and indicators and their use
- four-wheel drive techniques, including to safely cross water and operate 4x4 vehicle in rugged terrain
- vehicle maintenance requirements following water crossings
- established communication channels and protocols
- vehicle problem identification and common vehicle fault-finding techniques

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- common vehicle operating problems and appropriate operator response in line with organisational and manufacturer requirements
- types of tools and equipment, and procedures for their safe use and maintenance.

Assessment Conditions

The following resources must be made available:

- manual or automatic or all wheel drive (AWD) four-wheel drive
- access to a water crossing and rugged terrain with safe entry into and out of a waterway, shallow run-ins and a firm base
- locations that minimise the impact on the environment
- personal protective equipment required for performing complex 4x4 operations.

Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting.

Assessor requirements

Assessors must:

- hold the appropriate assessor competency standards as outlined in regulations; and
- be able to demonstrate vocational competencies at least to the level being assessed; and
- be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and assessor competence.
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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPFGM4201 Implement a forest establishment plan

Modification History

Release	Comment
1	Replaces equivalent unit FPIFGM4201B Implement a forest establishment plan, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format.

Application

This unit of competency describes the outcomes required to establish or re-establish a section of native forest or plantation, either in a monoculture or multiple-use environment.

The unit applies to job roles including Arboriculture Supervisor, Farm Forestry Supervisor, Forestry Supervisor, Forestry Operations Supervisor, Harvesting Supervisor, Harvesting Team Leader, Propagation and Stand Health Supervisor and Tree Farm Supervisor.

No licensing, legislative, regulatory, or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Forest Growing and Management

Elements and Performance Criteria

Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.*
1. Prepare for implementation of forest establishment plan	1.1 Review local authority coverage, land owning boundaries, and forest design plan. 1.2 Identify forest location including map and grid references.

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	1.3 Check land use zoning and planning permits for approval status. 1.4 Check site environmental protection measures.
2. Implement forest establishment plan	2.1 Select method of establishment to meet requirements of the forest type, and environmental and organisational guidelines. 2.2 Select forest type and available species for establishment. 2.3 Identify topography and how this will impact forest. 2.4 Direct operational activities and schedule activities, material and equipment. 2.5 Coordinate forest design and planting strategy to establish the forest
3. Monitor and review forest establishment plan	3.1 Inspect correct implementations of environmental protection measures for the landscape, soil and drainage. 3.2 Communicate with operational staff, clients and contractors during the establishment phase to ensure smooth operation and progress 3.3 Monitor operational activities for potential improvements 3.4 Record and report on implementation of forest establishment plan.

Foundation Skills

This section describes those core and employment skills that are essential to performance and are not explicit in the performance criteria.	
Numeracy skills to:	• calculate required numbers of trees
Oral communication skills to:	• direct the work of others • explain the forest plan
Reading skills to:	• interpret information from council, contractors and other stakeholders • interpret plans and maps

Range of Conditions

Not Applicable

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Unit Mapping Information

FPIFGM4201B

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPFGM4201 Implement a forest establishment plan

Modification History

Release	Comment
1	Replaces equivalent unit FPIFGM4201B Implement a forest establishment plan, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format. Assessment requirements now specify the performance and knowledge evidence, as well as assessment conditions for this unit of competency. These sections simplify and replace components used in the previous unit format, including 'Required Skills and Knowledge, Evidence Guide and Range Statement

Performance Evidence

A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit. If a specific volume or frequency is not stated below, then evidence must be provided that the following requirements have been performed on at least one occasion:

- follow organisational policies and procedures relating to the implementation of a forest establishment plan
- obtain and interpret topographical maps, information from local government and information about environmental requirements for forests
- prepare, implement and review a forest establishment plan that includes:
  - forest layout
  - protected areas
  - access
  - harvesting considerations
  - environmental sustainability issues
  - minimising environmental impact
- coordinate personnel to undertake activities to meet established timelines
- produce a report on the outcomes of the implementation of a forest plan that includes:
  - difficulties
  - costs
  - data analysis
  - efficiency and effectiveness
  - results
  - recommendations for future work

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Knowledge Evidence

A person competent in this unit must be able to demonstrate knowledge of:

- environmental protection requirements for the establishment of a forest including the following
  - ground growth
  - canopy
  - general forest lean
  - wind speed and direction
  - fallen trees
  - density of trees
  - ground slope
  - soil and water protection
  - ground hazards
  - obstacles
  - drainage
- organisational policies and procedures for implementing a forest establishment plan
- how wood generates renewable energy through biomass
- forest establishment and planning procedures including:
  - forest design and map details
  - site preparation
  - access considerations
- planting for forest or streamside:
  - buffers
  - filter strips
  - contours
  - gullies
  - crossing points
- environmental considerations, including protection of:
  - habitat
  - rainforest
  - flora and fauna
  - landscape
  - excluded areas
  - rubbish removal
- and preparation of:
  - permanent roads
  - temporary roads
  - landings

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  - dumps
  - snig tracks
  - forwarding tracks
  - adjoining land
  - wet weather restrictions
  - fire protection requirements.
- forest design and planting strategies
- regeneration principles and methods
- topography including:
  - terrain levels
  - soil types
  - contours
  - elevations
  - slopes
  - gullies
  - adjoining land parcels
- land use zoning and relevant approvals and permits including:
  - private zoning
  - government zoning
- resources, tools and equipment used for the implementation of a forest plan, and procedures for their safe use and maintenance
- appropriate mathematical procedures for estimating and measuring, including calculating time to complete tasks.

Assessment Conditions

The following resources must be made available:

- forest plan
- information required to support the implementation of a forest plan
- relevant personnel for the purposes of communicating information.

Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting.

Assessor requirements

Assessors must:

- hold the appropriate assessor competency standards as outlined in regulations; and
- be able to demonstrate vocational competencies at least to the level being assessed; and
- be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and assessor competence.

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FWPFGM4202 Manage stand health

Modification History

Release	Comment
1	Replaces equivalent unit FPIFGM4202B Manage stand health, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format.

Application

This unit of competency describes the outcomes required to assess trees and apply treatments to ensure the health of a stand of trees. The unit includes reviewing and evaluating program processes against defined criteria

The unit applies to job roles including Arboriculture Supervisor, Farm Forestry Supervisor, Forestry Supervisor, Forestry Operations Supervisor, Harvesting Supervisor, Harvesting Team Leader, Propagation and Stand Health Supervisor and Tree Farm Supervisor.

No licensing, legislative, regulatory, or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Forest Growing and Management

Elements and Performance Criteria

Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.*
1. Plan stand health program	1.1 Review stand health requirements and site environmental protection measures and regulations. 1.2 Obtain and assess information that will impact on stand health planning. 1.3 Identify and select methods for encouraging stand health.

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	1.4 Develop and document measurable performance indicators, specifications and targets for stand health. 1.5 Obtain required approvals from authorities 1.6 Document and communicate stand health program.
2. Implement and monitor stand health program	2.1 Coordinate resources for stand health program. 2.2 Maintain clear and accurate documentation on stand health. 2.3 Develop and communicate work schedule for the site. 2.4 Implement and monitor stand health program ensuring health and protection of stand. 2.5 Conduct systematic checks for compliance requirements. 2.6 Make adjustments to the stand health program as required. 2.7 Manage risks and hazards in the work area are identified and controlled. 2.8 Ensure workplace health and safety of the site. 2.9 Respond to problems and factors affecting stand health.
3. Review stand health program	3.1 Assess and evaluate information on stand health operation and confirm that techniques, methodologies and budgets are consistent with the program. 3.2 Document issues and impediments to stand health. 3.3 Undertake cost benefit analysis and make recommendations for change or improvement. 3.4 Disseminate results of review of stand health program. 3.5 Follow organisational procedures for completion of all documentation on stand health program.

Foundation Skills

This section describes those core and employment skills that are essential to performance and are not explicit in the performance criteria.	
Numeracy skills to:	• Develop and review budgets
Oral communication skills to:	• Manage the site team
Organisational and planning skills to:	• Develop schedules • Sequence work and activities

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Range of Conditions

Not Applicable

Unit Mapping Information

FPIFGM4202B Manage stand health

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPFGM4202 Manage stand health

Modification History

Release	Comment
1	Replaces equivalent unit FPIFGM4202B Manage stand health, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format. Assessment requirements now specify the performance and knowledge evidence, as well as assessment conditions for this unit of competency. These sections simplify and replace components used in the previous unit format, including 'Required Skills and Knowledge, Evidence Guide and Range Statement

Performance Evidence

A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit. If a specific volume or frequency is not stated below, then evidence must be provided that the following requirements have been performed on at least one occasion:

- follow organisational policies and procedures for the management of stand health
- develop a program for the management of stand health that includes:
  - reference to organisational policies and procedures
  - plans
  - budgets
  - timelines
  - resources, including people, material and equipment
  - disposal methods, including burning, burying and chemical destruction of vegetation waste
- coordinate workers and activities to ensure stand health
- identify factors that may affect stand health and develop effective treatments to address these issues
- manage a budget for stand health
- develop and achieve targets and measures for stand health
- monitor implementation of the stand health program including the following checks:
  - that WHS procedures, practices, policies and precautions are observed and followed
  - that site environmental requirements and relevant commonwealth, state or territory, and local legislation and regulations are followed
  - that performance indicators, targets and specifications are met

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  - that quantity, cost and provenance information is collected in line with plan specifications
  - that required organisational documentation is completed clearly and accurately
- review and report on the outcomes of stand health program.

Knowledge Evidence

A person competent in this unit must be able to demonstrate knowledge of:

- health requirements, indicators and treatment of the target species including
  - stress problems
  - pests and diseases, including insects, fungal, bacterial, viral, birds and animals
  - structural
  - storm damage
  - root damage
  - gassing
  - compaction
  - incineration
  - nutrient deficiencies
  - chemical
  - competition
  - poor draining
  - vandalism
  - salt
  - drought
- procedures for identifying and evaluating structural defects in trees
- methods to identify pests, diseases and physiological damage to trees
- methods to manage tree pests and diseases
- methods for analysing the nutritional status of trees
- methods of collecting and storing specimens for identification
- methods to improve stand health including
  - application of fertilisers
  - application of pesticides and herbicides
  - pruning techniques
  - competition management techniques
  - browsing control techniques
  - consideration of environmental sustainability issues
- environmental protection requirements for the site or setting
- relevant approvals including where:
  - the use of chemicals or biological agents is intended
  - browsing control techniques that may impact on neighbouring properties

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  - consideration of environmental sustainability issues apply
- WHS policies and procedures
- budgets and planning tools

Assessment Conditions

The following resources must be made available:

- relevant policies and procedures for the management of stand health
- a stand of trees and the relevant health requirements
- PPE suitable for managing stand health
- relevant personnel for the purposes of communicating information

Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting.

Assessor requirements

Assessors must:

- hold the appropriate assessor competency standards as outlined in regulations; and
- be able to demonstrate vocational competencies at least to the level being assessed; and
- be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and assessor competence.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPFGM4203 Design plantations

Modification History

Release	Comment
1	Replaces equivalent unit FPIFGM4203C Design plantations, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format.

Application

This unit of competency describes the outcomes required to design a plantation or monoculture. The unit also applies to an area that is to be used for multiple uses, such as farm forestry.

The unit applies to job roles including Arboriculture Supervisor, Farm Forestry Supervisor, Forestry Supervisor, Forestry Operations Supervisor, Harvesting Supervisor, Harvesting Team Leader, Propagation and Stand Health Supervisor and Tree Farm Supervisor.

No licensing, legislative, regulatory, or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Forest Growing and Management

Elements and Performance Criteria

Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.*
1. Prepare for plantation design	1.1 Assess site and identify site environmental protection measures. 1.2 Review and analyse relevant plans to assess impacts on proposed plantation. 1.3 Consult with stakeholders and obtain input into the design for the site.

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	1.4 Review organisational maps, plans and strategies and how they relate to plantation requirements. 1.5 Develop measurable performance indicators, specifications and targets for the plantation.
2. Design components of plantation	2.1 Arrange surveys and determine species tolerances for the plantation site. 2.2 Develop plan for site preparation. 2.3 Develop design components and obtain approvals. 2.4 Communicate design plan and performance indicators to appropriate personnel.
3. Review plantation design	3.1 Assess plantation data and documentation against plans and adjacent plantations 3.2 Prepare recommendations and design improvements. 3.3 Record and report on plantation design processes.

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Not Applicable

Unit Mapping Information

FPIFGM4203C Design plantation

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPFGM4203 Design plantations

Modification History

Release	Comment
1	Replaces equivalent unit FPIFGM4203C Design plantations, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format. Assessment requirements now specify the performance and knowledge evidence, as well as assessment conditions for this unit of competency. These sections simplify and replace components used in the previous unit format, including 'Required Skills and Knowledge, Evidence Guide and Range Statement.

Performance Evidence

A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit. If a specific volume or frequency is not stated below, then evidence must be provided that the following requirements have been performed on at least one occasion:

- produce designs for plantations that comply with commonwealth, state or territory or local government legislative and regulatory requirements
- follow organisational policies and procedures relevant to designing plantations
- interpret aerial photographs and maps
- design a plantation using consultative processes with colleagues and stakeholders to obtain inputs, and ensure efficient use of resources
- design a plantation that meets specified requirements
- review a plantation design against determined performance indicators, specifications and targets
- develop recommendations for design improvements.
-

Knowledge Evidence

A person competent in this unit must be able to demonstrate knowledge of:

- commonwealth, state or territory or local government legislative and regulatory requirements and codes of practice relevant to designing plantations
- relevant species characteristics and selection information including:
  - appropriate species
  - provenance
  - distribution and hardiness of trees to be sown or planted to suit the area to be planted

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- factors relevant to an assessment of the area including:
  - soil types
  - site rainfall characteristics
  - understory species
  - canopy
  - general forest lean
  - wind speed and direction
  - fallen trees
  - retained vegetation
  - density of trees
  - ground slope
  - soil and water protection
  - ground hazards and obstacles
  - contingencies for modifying operations during wet or other adverse weather conditions
  - hygiene of the area
  - relevant commonwealth, state or territory, and local legislation and regulations.
- plantation design components including:
  - roads
  - fences
  - drainage channels
  - forest area boundaries
- environmental protection requirements relevant to plantation design
- organisational policies and procedures for designing plantations including the following:
  - tending plans
  - harvesting plans
  - organisational marketing and strategic plans
  - plans or regulations relating to chemical use and environmental requirements.
- environmental risks and hazards in the area of the proposed site
- common diseases, pests and nutritional deficiencies that affect plantations
- the principles of good design for plantations.

Assessment Conditions

The following resources must be made available:

- requirements for a plantation design
- PPE suitable for designing plantations
- Organisational policies and procedures relevant to designing plantations
- Relevant parties for the purposes of consulting and communicating

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Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting.

Assessor requirements

Assessors must:

- hold the appropriate assessor competency standards as outlined in regulations; and
- be able to demonstrate vocational competencies at least to the level being assessed; and
- be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and assessor competence.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPFGM4204 Conduct a pests and diseases assessment

Modification History

Release	Comment
1	Replaces equivalent unit FPIFGM4204B Conduct a pests and diseases assessment, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format.

Application

This unit of competency describes the outcomes required to assess the presence and level of pests and diseases within a forest area. The unit includes the assessment of animal populations, weeds, diseases and pests.

The unit applies to job roles including Arboriculture Supervisor, Farm Forestry Supervisor, Forestry Supervisor, Forestry Operations Supervisor, Harvesting Supervisor, Harvesting Team Leader, Propagation and Stand Health Supervisor and Tree Farm Supervisor.

Licensing, legislative, regulatory, or certification requirements apply to this unit in some states & territories at the time of publication, and may differ according to jurisdiction.

Pre-requisite Unit

Nil

Unit Sector

Forest Growing and Management

Elements and Performance Criteria

Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.*
1. Prepare for assessment	1.1 Determine frequency of assessment for particular forest area, and calculate size of sample area from inventory programs, budgets and organisational guidelines. 1.2 Research pests and diseases for the area.

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	1.3 Select methods of pest and disease measurement according to the forest management plan. 1.4 Locate and adhere to site environmental protection measures.
2. Implement pests and diseases assessment	2.1 Select method of assessment with regard to the forest type, and local, environmental and organisational guidelines. 2.2 Coordinate people, materials and equipment for the assessment. 2.3 Organise schedule for the site assessment in conjunction with other relevant forest operations personnel 2.4 Obtain permits or licences required for the assessment. 2.5 Direct personnel to undertake the assessment and collect the data on pests and diseases 2.6 Communicate regularly with contractors and operational staff to ensure smooth operation and progress. 2.7 Review and report on data retrieved from the assessment.
3. Monitor and review assessment	3.1 Check compliance with environmental protection measures, relevant legislation and regulations. 3.2 Monitor operational staff and contractors during the assessment phase and address problems or issues promptly. 3.3 Monitor and review operational activities for potential improvements. 3.4 Review assessment method for potential improvements. 3.5 Record and report on assessment results according to organisational procedures.

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency

Range of Conditions

Not Applicable

Unit Mapping Information

FPIFGM4204B Conduct a pests and diseases assessment

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPFGM4204 Conduct a pests and diseases assessment

Modification History

Release	Comment
1	Replaces equivalent unit FPIFGM4204B Conduct a pests and diseases assessment, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format. Assessment requirements now specify the performance and knowledge evidence, as well as assessment conditions for this unit of competency. These sections simplify and replace components used in the previous unit format, including 'Required Skills and Knowledge, Evidence Guide and Range Statement.

Performance Evidence

A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit. If a specific volume or frequency is not stated below, then evidence must be provided that the following requirements have been performed on at least one occasion:

- follow organisational policies and procedures relevant to conducting a pests and diseases assessment
- identify the physical, biological, and environmental indicators of the presence of pests and diseases found in a forest
- accurately and safely measure the numbers of pests in a sample area
- coordinate people, resources and equipment for an efficient assessment for pests and diseases
- identify methods of improvement for an assessment of pests and diseases
- accurately interpret data on pests and diseases
- record and report on the outcomes of an assessment of pests and diseases.

Knowledge Evidence

A person competent in this unit must be able to demonstrate knowledge of:

- applicable commonwealth, state or territory legislation, regulations, standards, codes of practice and established safe practices for conducting pest and disease assessment
- environmental protection requirements in relation to conducting a pests and diseases assessment
- organisational policies and procedures for conducting pest and disease assessment
- types of pests and diseases including:

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    - Fauna, including avian fauna, rodents, feral cats and wild dogs, and insects
    - Flora including weeds and creeping plants and diseases that affect plants
- methods and techniques to assess animal populations, diseases, pests and weeds
- methods for measuring and collecting data on pests and diseases
- safe use and application of tools and equipment used to conduct a pest and disease assessment
- procedures to obtain a permit or licence to conduct an assessment
-

Assessment Conditions

The following resources must be made available:

- organisational policies and procedures relevant to conducting a pest and disease assessment
- PPE suitable to conduct a pest and disease assessment
- tools and equipment to conduct a pest and disease assessment
- forest site suitable to conduct a pest and disease assessment
- relevant contractors and operational staff for the purposes of communication

Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting.

Assessor requirements

Assessors must:

- hold the appropriate assessor competency standards as outlined in regulations; and
- be able to demonstrate vocational competencies at least to the level being assessed; and
- be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and assessor competence.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPFGM4205 Monitor regeneration rates

Modification History

Release	Comment
1	Replaces equivalent unit FPIFGM4205B Monitor regeneration rates, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format.

Application

This unit of competency describes the outcomes required to monitor and coordinate the assessment of new plant stocks within a forestry area. The unit includes the assessment of germination, survival, regeneration and basal area surveys.

The unit applies to job roles including Arboriculture Supervisor, Farm Forestry Supervisor, Forestry Supervisor, Forestry Operations Supervisor, Harvesting Supervisor, Harvesting Team Leader, Propagation and Stand Health Supervisor and Tree Farm Supervisor.

No licensing, legislative, regulatory, or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Forest Growing and Management

Elements and Performance Criteria

Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.*
1. Prepare for monitoring	1.1 Determine frequency of assessment for particular forest area, and calculate size of sample area from inventory programs, budgets and organisational guidelines. 1.2 Research and record types of regeneration for the location to be assessed.

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	1.3 Select methods of measurement of regeneration measurement according to the forest management plan. 1.4 Identify and follow site environmental protection measures in the course of the monitoring
2. Implement assessment of regeneration rates	2.1 Select method of assessment according to the forest type, and local, environmental and organisational guidelines. 2.2 Coordinate people, materials and equipment for the assessment. 2.3 Develop a schedule for the assessment in conjunction with other relevant forest operations personnel. 2.4 Obtain necessary permits or licences required for the assessment. 2.5 Direct personnel undertake the assessment and collect the data on regeneration rates. 2.6 Interpret, translate and report on data retrieved from the assessment.
3. Monitor and review assessment	3.1 Ensure compliance with environmental protection measures, relevant legislation and regulations. 3.2 Communicate with operational staff and contractors during the assessment phase to ensure smooth operation and progress 3.3 Monitor and review operational activities and consult operational staff and contractors for potential improvements 3.4 Review assessment method for potential improvements. 3.5 Record and report on assessment results according to organisational procedures.

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Not Applicable

Unit Mapping Information

FPIFGM4205B Monitor regeneration rates

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPFGM4205 Monitor regeneration rates

Modification History

Release	Comment
1	Replaces equivalent unit FPIFGM4205B Monitor regeneration rates, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format. Assessment requirements now specify the performance and knowledge evidence, as well as assessment conditions for this unit of competency. These sections simplify and replace components used in the previous unit format, including 'Required Skills and Knowledge, Evidence Guide and Range Statement.

Performance Evidence

A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit. If a specific volume or frequency is not stated below, then evidence must be provided that the following requirements have been performed on at least one occasion:

- follow organisational policies and procedures relevant to monitoring regeneration rates
- accurately and safely monitor regeneration in a sample area
- coordinate people, resources and equipment for the efficient monitoring of regeneration
- identify methods of improvement for the monitoring of regeneration
- accurately interpret data on regeneration
- record and report on the outcomes of monitoring regeneration in a forest.
-

Knowledge Evidence

A person competent in this unit must be able to demonstrate knowledge of:

- organisational and site standards, requirements, policies and procedures for monitoring regeneration rates
- environmental risks and hazards in a forest setting
- types and rates of regeneration of the following
  - seeding
  - seedlings
  - coppice
  - standard sprouts

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- assessment techniques for regeneration rates, including
  - monitoring germination and survival rates
  - observing the effects of browsing, the distribution of new growth in square metres and regeneration rates
  - calculating basal areas
- types of tools, and equipment used for measuring regeneration in a forest, and procedures for their safe use and maintenance.
-

Assessment Conditions

The following resources must be made available:

- a forest area that is undergoing regeneration
- organisational policies and procedures relevant to monitoring regeneration rates
- relevant personnel for the purposes of communicating information
- PPE suitable to monitor regeneration rates.

Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting.

Assessor requirements

Assessors must:

- hold the appropriate assessor competency standards as outlined in regulations; and
- be able to demonstrate vocational competencies at least to the level being assessed; and
- be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and assessor competence.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPFGM4206 Conduct a wood volume and yield assessment

Modification History

Release	Comment
1	Replaces equivalent unit FPIFGM4206B Conduct a wood volume and yield assessment, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format.

Application

This unit of competency describes the outcomes required to plan, implement and review a wood volume and yield assessment within a forest area.

The unit applies to job roles including Arboriculture Supervisor, Farm Forestry Supervisor, Forestry Supervisor, Forestry Operations Supervisor, Harvesting Supervisor, Harvesting Team Leader, Propagation and Stand Health Supervisor and Tree Farm Supervisor.

No licensing, legislative, regulatory, or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Forest Growing and Management

Elements and Performance Criteria

Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.*
1. Plan assessment	1.1 Determine required frequency and size of sample areas of assessment for particular forest area, from inventory programs, budgets and organisational guidelines. 1.2 Research methods to calculate wood volume and yield for the location to be assessed.

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	1.3 Select method to calculate wood volume and yield measurement with reference to the forest management plan. 1.4 Monitor site environmental protection measures in line with relevant legislation and regulations. 1.5 Document plan to assess volume and wood yield.
2. Implement plan to assess wood volume and yield	2.1 Negotiate schedule for the assessment with other forest personnel. 2.2 Coordinate people, materials and equipment for the assessment. 2.3 Obtain permits or licences required for the assessment. 2.4 Direct personnel in data collection on wood volume and yield. 2.5 Ensure compliance with quality, WHS and other organisational procedures throughout the assessment. 2.6 Review data for accuracy, record and report results.
3. Review assessment	3.1 Assessment procedures are reviewed for potential improvements 3.2 Assessment method is reviewed and diagnosed for potential improvements. 3.3 Assessment outcomes are reported to the appropriate personnel

Foundation Skills

This section describes those core and employment skills that are essential to performance and are not explicit in the performance criteria.	
Numeracy skills to:	• determine appropriate sample area for assessment of yield and volume of wood • calculate yield and volume of wood
Oral communication skills to:	• direct the work of others
Planning and organising skills to:	• schedule time and sequence tasks, resources and equipment for assessment of yield and volume of wood.

Range of Conditions

Not Applicable

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Unit Mapping Information

FPIFGM4206B Conduct a wood volume and yield assessment

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPFGM4206 Conduct a wood volume and yield assessment

Modification History

Release	Comment
1	Replaces equivalent unit FPIFGM4206B Conduct a wood volume and yield assessment, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format. Assessment requirements now specify the performance and knowledge evidence, as well as assessment conditions for this unit of competency. These sections simplify and replace components used in the previous unit format, including Required Skills and Knowledge, Evidence Guide and Range Statement

Performance Evidence

A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit. If a specific volume or frequency is not stated below, then evidence must be provided that the following requirements have been performed on at least one occasion:

- plan, conduct and review a wood volume yield assessment in line with regulations and organisational requirements that includes:
  - timber volume by class sizes
  - timber quality
  - timber damage
  - form and rates of growth
- accurately and safely calculate wood volume and yield from a sample area
- coordinate people, resources and equipment for the efficient assessment of wood volume and yield
- identify methods of improvement for the assessment of wood volume and yield
- accurately interpret data on assessment of wood volume and yield
- record and report on the outcomes of assessment of wood volume and yield.

Knowledge Evidence

A person competent in this unit must be able to demonstrate knowledge of:

- organisational policies and procedures for conducting a wood volume and yield assessment
- environmental risks and hazards associated with assessing wood volume and yield

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- volumes and yields associated with different species that includes:
  - quantity (gross volume) of timber per hectare
  - estimated yield (net volume) of useable timber per hectare
- assessment techniques and methods for measuring and calculating wood volume and yield
- types of tools and equipment for conducting a wood volume and yield assessment, and procedures for their safe use and maintenance.
- Relevant permits and licences

Assessment Conditions

The following resources must be made available:

- An area of forest in which to conduct a wood volume and yield assessment
- PPE suitable to conduct a wood volume and yield assessment
- Relevant personnel for the purposes of communicating information
- Organisational and site procedures and requirements relevant to conducting a wood volume and yield assessment

Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting.

Assessor requirements

Assessors must:

- hold the appropriate assessor competency standards as outlined in regulations; and
- be able to demonstrate vocational competencies at least to the level being assessed; and
- be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and assessor competence.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPFGM4207 Conduct a forest site assessment

Modification History

Release	Comment
1	Replaces equivalent unit FPIFGM4207B Conduct a forest site assessment, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format.

Application

This unit of competency describes the outcomes required to plan, implement and review a forest site assessment. The unit includes the assessment of soils, terrain, slope, rainfall and environmental aspects of the forest area.

The unit applies to job roles including Arboriculture Supervisor, Farm Forestry Supervisor, Forestry Supervisor, Forestry Operations Supervisor, Harvesting Supervisor, Harvesting Team Leader, Propagation and Stand Health Supervisor and Tree Farm Supervisor.

No licensing, legislative, regulatory, or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Forest Growing and Management

Elements and Performance Criteria

Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.*
1. Plan assessment	1.1 Determine required frequency and size of sample areas of assessment for particular forest area, from inventory programs, budgets and organisational guidelines. 1.2 Research methods to assess forest site for the location.

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	1.3 Select method to assess forest site with reference to location, topography, and the forest management plan. 1.4 Review site environmental protection measures that apply to the site. 1.5 Document plan to assess forest site.
2. Implement plan to assess forest site	2.1 Negotiate schedule for the assessment with other forest personnel. 2.2 Coordinate people, materials and equipment for the assessment. 2.3 Obtain permits or licences required for the assessment. 2.4 Direct personnel in data collection on forest site. 2.5 Ensure compliance with quality, WHS and other organisational procedures throughout the assessment. 2.6 Communicate regularly with operational staff and contractors to ensure smooth operation and progress. 2.7 Review data for accuracy, translate and report.
3. Review assessment	3.1 Assessment procedures are reviewed for potential improvements 3.2 Assessment method is reviewed and diagnosed for potential improvements. 3.3 Assessment outcomes are reported to the appropriate personnel

Foundation Skills

This section describes those core and employment skills that are essential to performance and are not explicit in the performance criteria.	
Numeracy skills to:	• determine appropriate sample area for assessment
Oral communication skills to:	• direct the work of others
Planning and organising skills to:	• schedule time and sequence tasks, resources and equipment for assessment of environmental aspects of the forest area.

Range of Conditions

Not Applicable

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Unit Mapping Information

FPIFGM4207B Conduct a forest site assessment

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPFGM4207 Conduct a forest site assessment

Modification History

Release	Comment
1	Replaces equivalent unit FPIFGM4207B Conduct a forest site assessment, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format. Assessment requirements now specify the performance and knowledge evidence, as well as assessment conditions for this unit of competency. These sections simplify and replace components used in the previous unit format, including Required Skills and Knowledge, Evidence Guide and Range Statement.

Performance Evidence

A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit. If a specific volume or frequency is not stated below, then evidence must be provided that the following requirements have been performed on at least one occasion:

- follow organisational policies and procedures relevant to assessing a forest site
- accurately and safely calculate and analyse data on the soils, terrain, slope, rainfall, environmental specifications of a forest site in a sample area.
- coordinate people, resources and equipment for the efficient assessment of a forest site
- identify and report methods of improvement for the assessment of a forest site
- record and report on the outcomes of the assessment of a forest site.

Knowledge Evidence

A person competent in this unit must be able to demonstrate knowledge of:

- organisational policies and procedures for conducting a forest site assessment
- environmental protection measures relevant to conducting a forest site assessment including:
  - ground growth
  - canopy
  - general forest lean
  - wind speed and direction
  - fallen trees
  - density of trees

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  - ground slope
  - soil and water protection
  - ground hazards and obstacles
- environmental risks and hazards associated with assessing a forest site
- site factors and how they affect different species
- topography including
  - soils
  - terrain
  - slope
  - rainfall
  - environmental specifications
- techniques and methods for assessing a forest site
- types of tools and equipment for conducting a forest site assessment, and procedures for their safe use and maintenance.

Assessment Conditions

Assessment conditions

The following resources must be made available:

- a suitable forest area on which conduct a site assessment
- plant tools and equipment suitable to conduct a forest site assessment
- organisational policies and procedures relevant to conducting a forest site assessment
- PPE suitable to conduct a forest site assessment
- Relevant contractors and operational staff for the purposes of communication

Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting.

Assessor requirements

Assessors must:

- hold the appropriate assessor competency standards as outlined in regulations; and
- be able to demonstrate vocational competencies at least to the level being assessed; and
- be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and assessor competence.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPFGM4208 Plan a quarry

Modification History

Release	Comment
1	Replaces equivalent unit FPIFGM4208B Plan a quarry, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format.

Application

This unit of competency describes the outcomes required to locate the site, and gain approval for a quarry (borrow pit) operation for the purpose of sourcing material for the construction and maintenance of forest roads and tracks. It also includes developing and implementing a plan to establish a quarry.

The unit applies to job roles including Arboriculture Supervisor, Farm Forestry Supervisor, Forestry Supervisor, Forestry Operations Supervisor, Harvesting Supervisor, Harvesting Team Leader, Propagation and Stand Health Supervisor and Tree Farm Supervisor.

No licensing, legislative, regulatory, or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Forest Growing and Management

Elements and Performance Criteria

Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.*
1. Plan for quarry operation	1.1 Review need for quarry operation. 1.2 Consult with relevant parties about land tenure and plans for possible sites for the quarry. 1.3 Inspect proposed locations for quarry and visually assess for

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	suitability and quantity and quality of material for end use. 1.4 Analyse samples of materials and test for suitability. 1.5 Identify environmental protection measures of site and any regulatory or zoning issues. 1.6 Conduct a cost-benefit analysis for the viability and lifespan of the proposed quarry site. 1.7 Prepare a quarry management plan with reference to site procedures.
2. Implement a quarry operation plan	2.1 Obtain necessary licences or permits for quarry development. 2.2 Select quantities required and methods of extracting material with reference to the quarry management plan. 2.3 Coordinate and schedule people, materials and equipment for quarry development. 2.4 Liaise with colleagues about other information, work plans, road maintenance or construction plans and ensure a coordinated approach. 2.5 Document activities according to organisational procedures.
3. Monitor and review quarry planning	3.1 Check compliance with environmental protection measures, WHS requirements, quality requirements. 3.2 Review outputs of quarry against plan. 3.3 Identify areas for improvement in establishment and operation of quarry. 3.4 Record and report on outcomes to appropriate personnel

Foundation Skills

This section describes those core and employment skills that are essential to performance and are not explicit in the performance criteria.	
Numeracy skills to:	• Calculate quantities of material that can be extracted from a given area • Calculate time for tasks
Oral communication skills to:	• Coordinate and direct the work of others.
Planning and organising skills to:	• Schedule activities and sequence tasks • Establish timelines

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Range of Conditions

Not Applicable

Unit Mapping Information

FPIFGM4208B Plan a quarry

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPFGM4208 Plan a quarry

Modification History

Release	Comment
1	Replaces equivalent unit FPIFGM4208B Plan a quarry, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format. Assessment requirements now specify the performance and knowledge evidence, as well as assessment conditions for this unit of competency. These sections simplify and replace components used in the previous unit format, including 'Required Skills and Knowledge, Evidence Guide and Range Statement.

Performance Evidence

A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit. If a specific volume or frequency is not stated below, then evidence must be provided that the following requirements have been performed on at least one occasion:

- follow organisational policies and procedures relevant to planning a quarry
- review sites and determine best site for the establishment of a quarry
- review the quality of material that a quarry will yield
- calculate the quantity of material that a quarry will yield
- safely and efficiently coordinate people, resources and equipment for the establishment of a quarry
- identify methods of improvement for the establishment of a quarry
- record and report on the outcomes of the establishment of a quarry.

Knowledge Evidence

A person competent in this unit must be able to demonstrate knowledge of:

- organisational procedures for planning a quarry
- quarrying operations
- properties of quarry materials and their suitability for end use
- materials required for road construction, road maintenance, track rehabilitation and snig tracks and landings
- planning and sequencing quarrying tasks and activities
- environmental risks and hazards associated with quarrying
- methods of extraction from quarries: with plant and equipment and using blasting methods
- project planning including task breakdown

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- recording and reporting

Assessment Conditions

The following resources must be made available:

- organisational policies and procedures relevant to planning a quarry
- documentation related to quarry planning and permits
- relevant personnel and parties for the purposes of communication and consultation
- PPE suitable to plan a quarry

Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting.

Assessor requirements

Assessors must:

- hold the appropriate assessor competency standards as outlined in regulations; and
- be able to demonstrate vocational competencies at least to the level being assessed; and
- be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and assessor competence.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPFGM4209 Interpret and use aerial photographs for forest management

Modification History

Release	Comment
1	Replaces equivalent unit FPIFGM4209B Interpret and use aerial photographs for forest management, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format.

Application

This unit of competency describes the outcomes required to use aerial photographs as a tool to assist with management of a forest area.

The unit applies to job roles including Arboriculture Supervisor, Farm Forestry Supervisor, Forestry Supervisor, Forestry Operations Supervisor, Harvesting Supervisor, Harvesting Team Leader, Propagation and Stand Health Supervisor and Tree Farm Supervisor.

No licensing, legislative, regulatory, or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Forest Growing and Management

Elements and Performance Criteria

Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.*
1. Plan to review aerial photographs	1.1 Review forest management objectives and requirements for aerial photographs.

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	1.2 Obtain available types of aerial photographs for required locations and application. 1.3 Assess aerial photographs for suitability to meet forest management objectives and applications.
2. Interpret forest management information from aerial photographs	2.1 Position aerial photographs for viewing and calculate scale. 2.2 Identify key aspects from aerial photographs and document these. 2.3 Interpret and apply photomapping standards for consistent data-collection. 2.4 Identify and interpret forest attributes and required forest management information from aerial photographs. 2.5 Map aerial photographs according to organisational procedures. Record and report on analysis of aerial photographs.
3. Update maps and plans from aerial photographs	3.1 Assess maps and plans and update as required, using established symbols, colours and conventions. 3.2 Use tools to transfer data in line with manufacturer recommendations. 3.3 Complete documentation and store according to organisational procedures.

Foundation Skills

This section describes those core and employment skills that are essential to performance and are not explicit in the performance criteria.	
Numeracy skills to:	• Calculate scale in photographs

Range of Conditions

Not Applicable

Unit Mapping Information

FPIFGM4209B Interpret and use aerial photographs for forest management

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPFGM4209 Interpret and use aerial photographs for forest management

Modification History

Release	Comment
1	Replaces equivalent unit FPIFGM4209B Interpret and use aerial photographs for forest management, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format. Assessment requirements now specify the performance and knowledge evidence, as well as assessment conditions for this unit of competency. These sections simplify and replace components used in the previous unit format, including 'Required Skills and Knowledge, Evidence Guide and Range Statement.

Performance Evidence

A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit. If a specific volume or frequency is not stated below, then evidence must be provided that the following requirements have been performed on at least one occasion:

- maintain relevant equipment and materials
- interpret forest area detail from a map
- identify disease symptoms in trees and forest areas using aerial photographs
- identify vegetation characteristics on an aerial photograph
- locate required photographs from appropriate records (flight plan map)
- report and maintain information on details of forest attributes and topographic information
- interpret charts, tables, maps and flight plans
- identify and interpret title panel information on an aerial photograph
- calculate scale of an aerial photograph, scale distances for a map, and calculate and manipulate height and area information
- identify map type and map features, including topographic map features.

Knowledge Evidence

A person competent in this unit must be able to demonstrate knowledge of:

- typical scales used on maps and plans, and procedures for their use and manipulation
- key aspects of aerial photography including
  - determining north and flight line path

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  - mapsheet
  - flight orientation
  - photography type
  - focal length
  - film number
  - run number
  - frame number
  - height above sea level
  - photography date
- forest types and structures and type of information including
  - area
  - height
  - species
  - crown cover
  - crown form
  - disturbance
  - aspects to be considered as part of the environmental management process.
- applications relevant to using aerial photography including
  - road or plantation design
  - field navigation and interpretation of forest types
  - forest structure
  - environmental processes, including salinity discharge
  - ecological vegetation communities, including coastal heathlands
  - land capability classes
  - remnant vegetation (roadside vegetation)
  - diseased vegetation classes, including *Eucalyptus* dieback from *Phytophthora.*
- range of photographic film, and photo types including
  - project, mapsheet, spot and stratigraphic:
  - of photographic classes, including terrestrial, vertical and oblique
  - of aerial photographic film, including black and white, black and white infra-red, colour, colour infra-red.
- requirements for aerial photography including
  - scale
  - flying height and focal length
  - required percent endlap and sidelap
  - orientation
  - location and number of flight lines required
  - total number of photographs required
  - allowable drift, crab, tilt and image motion

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    - camera characteristics, including format, lens quality, shutter speed and aperture, film and filter characteristics
    - acceptable seasons of the year, time of day, allowable present cloud cover and hot spots
- field observations including
    - accuracy of all mapped topographic information
    - measure of accuracy of associated base topographic or digital base map
    - spatial accuracy of strata
    - measure of accuracy of content of strata
- transferring data including
    - rescaling from one source to another
    - transferring from map to map
    - transferring from photograph to map or diapositive to map
- care and storage of aerial photographs
- procedures for recording and reporting workplace information
- maps and plans: cadastral plans; topographic maps; locality plans; site plans and maps and plans generated through the use of geographic information systems (GIS)
- representation of topographic features on maps and plans including
    - roads and tracks
    - watercourses
    - ridges and spurs
    - saddles
    - peaks and knobs
- technology and equipment used to interpret aerial photographs, and procedures for its maintenance including
    - electronic data transfer technology
    - manual light tables
    - mechanical light tables, including Omnigraph, Kartoflex, Zoom Transfer Scope, Artiscope and Sketchmaster.

Assessment Conditions

The following resources must be made available:

- organisational policies and procedures relevant to interpreting and using aerial photographs for forest management
- a selection of aerial photographs for forest management

Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting.

Assessor requirements

Assessors must:

- hold the appropriate assessor competency standards as outlined in regulations; and

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- be able to demonstrate vocational competencies at least to the level being assessed; and
- be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and assessor competence.

Links

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FWPFGM4210 Prepare a tender

Modification History

Release	Comment
1	Replaces equivalent unit FPIFGM4210B Prepare a tender, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format.

Application

This unit of competency describes the outcomes required to respond to and prepare a tender. The unit includes preparation of bid estimates in the required format.

The unit applies to job roles including Arboriculture Supervisor, Farm Forestry Supervisor, Forestry Supervisor, Forestry Operations Supervisor, Harvesting Supervisor, Harvesting Team Leader, Propagation and Stand Health Supervisor and Tree Farm Supervisor.

No licensing, legislative, regulatory, or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Forest Growing and Management

Elements and Performance Criteria

Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.*
1. Identify tender requirements	1.1 Review tender information and organisational procedures for tender preparation. 1.2 Analsye tender specifications and job scope and determine fit with organisational objectives. 1.3 Review resources and capacity to meet tender requirements.

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2. Complete tender documentation	2.1 Prepare tender in line with project specifications, budget and timeline 2.2 Collate and document tender information in the required format. 2.3 Promptly disseminate tender documentation to appropriate personnel for review and modification in line with organisational procedures 2.4 Identify and correct areas of insufficient detail in line with organisational procedures
3. Undertake bid estimation	3.1 Detail bid estimations in the required format 3.2 Sequence work in line with project timelines, organisational procedures and environmental requirements 3.3 Develop contingency plans in line with organisational procedures. 3.4 Obtain approvals for budget and submission of tender in line with organisational requirements

Foundation Skills

This section describes those core and employment skills that are essential to performance and are not explicit in the performance criteria.	
Numeracy skills to:	• calculate costs of works and time for tasks • develop a project budget
Reading skills to:	• interpret a tender
Writing skills to:	• develop a clear and proposal with sufficient detail to meet the requirements of the specifications.

Range of Conditions

Not Applicable

Unit Mapping Information

FPIFGM4210 Prepare a tender

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPFGM4210 Prepare a tender

Modification History

Release	Comment
1	Replaces equivalent unit FPIFGM4210B Prepare a tender, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format. Assessment requirements now specify the performance and knowledge evidence, as well as assessment conditions for this unit of competency. These sections simplify and replace components used in the previous unit format, including 'Required Skills and Knowledge, Evidence Guide and Range Statement.

Performance Evidence

A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit. If a specific volume or frequency is not stated below, then evidence must be provided that the following requirements have been performed on at least one occasion:

- accurately assess tender requirements relevant to the work context
- prepare written tenders in accordance with the organisation's style and format
- use technology to prepare a well written and clear tender
- use technology to store and retrieve necessary documentation
- estimate and calculate time, cost, quality and quantity for a project
- edit and make revisions to a tender so that it is ready for lodgement.

Knowledge Evidence

A person competent in this unit must be able to demonstrate knowledge of:

- resources and how to cost them for a tender including
  - work
  - time
  - personnel
  - equipment
- how to set out a budget for a tender
- project planning including
  - specifications
  - scope of work
  - performance measures

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  - due date
  - number of copies required
  - format of information
- types of tenders and how to interpret their requirements
- technology necessary for the preparation of tenders and budgets.

Assessment Conditions

The following resources must be made available:

- computers with software suitable for developing a tender for the industry
- sample tender documents.

Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting.

Assessor requirements

Assessors must:

- hold the appropriate assessor competency standards as outlined in regulations; and
- be able to demonstrate vocational competencies at least to the level being assessed; and
- be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and assessor competence.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPFGM5201 Plan and manage an inventory program

Modification History

Release	Comment
1	Replaces equivalent unit FPIFGM5201B Plan and manage an inventory program, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format.

Application

This unit of competency describes the outcomes required to plan and manage forest assessments, based on an inventory program. The unit includes conducting consultative processes, and monitoring and analysing the effectiveness of the program.

The unit applies to job roles including Arboriculture Manager, Forest Manager, Forestry Manager, Harvesting Manager, Nursery Manager, Plantation Establishment Manager, Plantation Manager and Production Manager.

No licensing, legislative, regulatory, or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Forest Growing and Management

Elements and Performance Criteria

Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.*
1. Plan inventory program	1.1 Analyse requirements for an inventory program. 1.2 Review relevant site environmental protection measures, and legislative and regulatory requirements.

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	1.3 Check timeline and budget for inventory program. 1.4 Review organisational plans to check impact on tree breeding operation 1.5 Determine and document methods of measurement and frequency of inventory assessment. 1.6 Consult and obtain input to inventory program. 1.7 Develop a documented plan for inventory program and obtain necessary approvals. 1.8 Communicate the plan to relevant personnel.
2. Implement inventory program	2.1 Implement inventory program according to planned methods, schedule, budget and legislative requirements. 2.2 Coordinate required resources and authorisations. 2.3 Communicate schedule for inventory assessment to coordinating personnel. 2.4 Maintain documentation for all stages of the inventory.
3. Monitor inventory assessment	3.1 Identify monitoring points and check inventory assessment to ensure compliance with environmental, WHS, organisational and legislative requirements 3.2 Amend or revise inventory program and assessment processes to ensure specifications, quality and performance targets are met.
4. Review inventory assessment	4.1 Review inventory assessment against inventory program and organisational requirements 4.2 Analyse data and information to determine effectiveness of inventory assessment and improvements to future programs. 4.3 Make recommendations for future programs based on findings of analysis and consultation conducted 4.4 Record and report on inventory program outcomes to the appropriate personnel

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Not Applicable

Unit Mapping Information

FPIFGM5201B Plan and manage an inventory program

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPFGM5201 Plan and manage an inventory program

Modification History

Release	Comment
1	Replaces equivalent unit FPIFGM5201B Plan and manage an inventory program , which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format. Assessment requirements now specify the performance and knowledge evidence, as well as assessment conditions for this unit of competency. These sections simplify and replace components used in the previous unit format, including 'Required Skills and Knowledge, Evidence Guide and Range Statement.

Performance Evidence

A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit. If a specific volume or frequency is not stated below, then evidence must be provided that the following requirements have been performed on at least one occasion:

- Follow organisational policies and procedures relevant to planning and managing an inventory program
- Plan an inventory program that includes a process to:
  - calculate the current and expected wood volume and yield within a forest, or
  - set a monitoring process in place to enable reporting against marketing, strategic and business plans.
- select sampling techniques and create sampling designs
- identify species growing in the target area
- recognise common diseases, pests and nutritional deficiencies in a forest
- use appropriate consultative, communication and interpersonal techniques with colleagues and stakeholders
- present clear and succinct written and verbal information to colleagues
- analyse qualitative and quantitative information and data
- prepare reports, documentation and submissions
- prepare site maps and plans
- use and adapt complex maps and diagrams.

Knowledge Evidence

A person competent in this unit must be able to demonstrate knowledge of:

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- procedures for the development and implementation of environmental management strategies
- data collection and analysis methods
- map and plan preparation techniques
- characteristics and growth habits of local vegetation
- identification of plant species and their ecological interactions with the environment
- soil characteristics and topography of local area
- use and application of appropriate survey and assessment equipment
- statistical analysis techniques
- sampling techniques applicable to forest assessments
- principles of hydrology and the interaction/implications between forests/plantations and water use
- procedures for recording and reporting workplace information.

Assessment Conditions

The following resources must be made available:

- organisational inventory procedures
- data, images, geographic and topogrpahic information, maps and diagrams relating to inventory assessments
- survey and assessment equipment
- computers, keyboards, printers and software
- documents, plans, reports and proformas commonly used for inventory planning and assessment
- relevant personnel for the purposes of communicating information

Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting.

Assessor requirements

Assessors must:

- hold the appropriate assessor competency standards as outlined in regulations; and
- be able to demonstrate vocational competencies at least to the level being assessed; and
- be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and assessor competence.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPFGM5208 Manage road construction and maintenance

Modification History

Release	Comment
1	Replaces equivalent unit FPIFGM5208B Manage road construction and maintenance, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format.

Application

This unit of competency describes the outcomes required to plan and implement road construction and maintenance procedures. The unit covers a range of road types including heavy duty, all weather logging roads and unsurfaced earth roads.

The unit applies to those working in forest growing and management in a supervisory or management position.

No licensing, legislative, regulatory, or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Forest Growing and Management

Elements and Performance Criteria

Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.*
1. Plan road construction and maintenance	1.1 Review forest management plan and requirements for roads. 1.2 Obtain and assess logging and topography details while applying environmental management considerations. 1.3 Review road location, design and construction requirements and analyse costs, benefits and impact on the forest.

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	1.4 Review timeframe for use of the road and likely weather conditions. 1.5 Calculate and document timber extraction methods and storage requirements for roads, tracks, equipment placement, falling and recovery rates, and delivery schedules. 1.6 Consult with authorities and obtain approvals for road development. 1.7 Prepare formal road construction/maintenance plan for approval in line with site procedures and environmental requirements.
2. Implement road construction	2.1 Brief site personnel on road and track design and construction plan. 2.2 Coordinate and schedule personnel, material and equipment required for the construction. 2.3 Plan operational procedures for roads with site personnel in line with design plan and environmental requirements. 2.4 Monitor construction of roads and tracks and report unexpected ground, water, vegetation or other environmental conditions to appropriate personnel. 2.5 Provide technical assistance to site personnel in preparing roads and tracks.
3. Maintain roads	3.1 Assess and record roads and tracks for maintenance and requirements. 3.2 Coordinate personnel, material and equipment required for maintenance, taking seasonal weather conditions into consideration. 3.3 Monitor site environmental conditions and make changes as required. 3.4 Organise maintenance schedule for the site in conjunction with operational personnel. 3.5 Maintain communication with operational staff, clients and contractors throughout maintenance activities to ensure smooth operations.
4. Monitor and review road construction and maintenance	4.1 Develop monitoring schedule in line with organisational policy and environmental requirements. 4.2 Checks that WHS procedures are observed and site environmental conditions are adhered to throughout works. 4.3 Check that performance indicators, targets and specifications are being met and that process or methods are amended as required. 4.4 Analyse data and documentation from construction or maintenance activities and measure performance against the plan.

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	4.5 Prepare recommendations for improvements and further work. 4.6 Record and report on road construction and maintenance process.

Foundation Skills

This section describes those core and employment skills that are essential to performance and are not explicit in the performance criteria.	
Numeracy skills to:	• calculate materials required for road construction • estimate time for tasks • manage budgets
Oral communication skills to:	• coordinate personnel and stakeholders
Planning and organising skills to:	• schedule work and meet established timeframes

Range of Conditions

Not Applicable

Unit Mapping Information

FPIFGM5208B Manage road construction and maintenance

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPFGM5208 Manage road construction and maintenance

Modification History

Release	Comment
1	Replaces equivalent unit FPIFGM5208B Manage road construction and maintenance, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format. Assessment requirements now specify the performance and knowledge evidence, as well as assessment conditions for this unit of competency. These sections simplify and replace components used in the previous unit format, including Required Skills and Knowledge, Evidence Guide and Range Statement

Performance Evidence

A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit. If a specific volume or frequency is not stated below, then evidence must be provided that the following requirements have been performed on at least one occasion:

- follow organisational policies and procedures for road construction and maintenance
- plan for the efficient and cost-effective construction of a road
  - manage a road construction team to achieve established outcomes, including:
  - consulting with and obtaining approvals from authorities
  - providing technical assistance
  - co-ordinating and scheduling personnel, materials and equipment
- manage WHS in the course of road construction
- manage the protection of the environment in the course of road construction
- manage contingencies, including weather changes, in the course of road construction
- report on the outcomes of road construction and maintenance.
-

Knowledge Evidence

A person competent in this unit must be able to demonstrate knowledge of:

- organisational policies and procedures for managing road construction and maintenance
- environmental risks and hazards associated with road construction
- materials used for road construction and their properties including:

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  - road base
  - gravel
  - crushed rock
  - sand and bluestone
  - cords and pipes for water crossings
- logging operations and log extraction methods
- road construction and maintenance procedures
- principles of road design and development, including:
  - control points
  - required grades
  - water crossing points and structures
- types of tools, plant and equipment used for road construction and procedures for their safe use and maintenance.
-

Assessment Conditions

The following resources must be made available:

- organisational policies and procedures relevant to managing road construction and maintenance
- maps, plans, regulations and other documentation relevant to the construction of a road in a forestry setting
- relevant personnel for the purposes of communicating information

Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting.

Assessor requirements

Assessors must:

- hold the appropriate assessor competency standards as outlined in regulations; and
- be able to demonstrate vocational competencies at least to the level being assessed; and
- be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and assessor competence.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPFGM5210 Manage tending operations in a native forest

Modification History

Release	Comment
1	Replaces equivalent unit FPIFGM5210A Manage tending operations in a native forest, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format.

Application

This unit of competency describes the outcomes required to prepare and implement a tending operation within a managed native forest. It includes the conduct of consultative processes, analysis of the effectiveness of the operation, and presentation of findings.

The unit applies to those working in a management role in the forest and wood products industry.

Licensing, legislative, regulatory, or certification requirements apply to this unit in some states & territories at the time of publication, and may differ according to jurisdiction

Pre-requisite Unit

Nil

Unit Sector

Forest Growing and Management

Elements and Performance Criteria

Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.*
1. Plan tending operation	1.1 Review native forest plan and organisational objectives relating to tending operations. 1.2 Identify environmental protection requirements for the native forest. 1.3 Review operational requirements for tending the native forest. 1.4 Consult with stakeholders about tending requirements for the native

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	forest. 1.5 Document a tending plan and obtain approvals for implementation.
2. Implement tending plan	2.1 Obtain required resources and authorisations to implement the tending plan. 2.2 Implement emergency treatments and hazard notification procedures. 2.3 Organise site schedule with technical operators. 2.4 Implement tending plan with reference to budget, schedule, performance indicators and objectives.
3. Monitor tending operations	3.1 Obtain data about performance at key milestones or established review periods. 3.2 Check that environmental, WHS, organisational and legislative compliance requirements are met and that documentation is accurate and up-to-date. 3.3 Maintain communication with operations supervisor throughout implementation of the plan. 3.4 Amend tending operation plan to ensure that specifications, quality and performance targets are on track.
4. Review tending operation	4.1 Review outcomes against established objectives. 4.2 Determine operational improvements for the future and formulate recommendations. 4.3 Record and report on tending operations to appropriate personnel.

Foundation Skills

This section describes those core and employment skills that are essential to performance and are not explicit in the performance criteria.	
Writing skills to:	• develop and document a plan for tending operations
Planning and organising skills to:	• schedule activities to meet established goals and objectives.

Range of Conditions

Not Applicable

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Unit Mapping Information

FPIFGM5210A Manage tending operations in a native forest

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPFGM5210 Manage tending operations in a native forest

Modification History

Release	Comment
1	Replaces equivalent unit FPIFGM5210A Manage tending operations in a native forest, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. Assessment requirements now specify the performance and knowledge evidence, as well as assessment conditions for this unit of competency. These sections simplify and replace components used in the previous unit format, including Required Skills and Knowledge, Evidence Guide and Range Statement

Performance Evidence

A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit. If a specific volume or frequency is not stated below, then evidence must be provided that the following requirements have been performed on at least one occasion:

- follow organisational policies and procedures for managing tending operations in a native forest
- identify and obtain applicable licensing or certification requirements for tending operations
- use consultative processes with colleagues and stakeholders to obtain inputs in developing a plan for tending operations
- implement, monitor and review a plan for tending operations for a native forest
- manage tending operations in a native forest to meet established outcomes
- keep accurate records on the tending process and make recommendations for improvements in the tending process.

Knowledge Evidence

A person competent in this unit must be able to demonstrate knowledge of:

- environmental protection requirements for a native forest, including:
  - soil disturbance measures
  - retention tree damage
  - fungal hygiene measures
  - identification of habitat trees

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    - chemical handling and application procedures
- organisational policies and procedures for managing tending operations in a native forest that relate to
    - WHS
    - organisational, legislative and environmental regulations, procedures, practices and precautions
    - adherence to site environmental imperatives
    - specifications
    - quality
    - performance targets
- tending operations in a native forest, including the following aspects:
    - the health of the stand
    - productivity and long term sustainability
    - end product mix requirements
    - the management of notifiable weeds
- impact of tending operations on forest productivity
- authorisations relevant to managing tending operations:
    - permits
    - approvals
    - licensing
- biology of relevant forest health problems
- native tree growth and development
- weed species and herbicide interactions
- hydrology and hydrological principles
- plant identification and plant classification
- ecology and ecological interactions
- soil types and structure
- hazards related to managing tending operations:
    - use of chemicals
    - off-site effects
    - tools and equipment
    - dangers to the public
- procedures for recording and reporting workplace information.

Assessment Conditions

The following resources must be made available:

- a native forest area
- relevant personnel for the purposes of communicating information
- documents, spreadsheets and commonly used proforma documents
- requirements, organisational policies and procedures relevant to tending operations.

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Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting.

Assessor requirements

Assessors must:

- hold the appropriate assessor competency standards as outlined in regulations; and
- be able to demonstrate vocational competencies at least to the level being assessed; and
- be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and assessor competence.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPFGM5211 Coordinate stand nutrition

Modification History

Release	Comment
1	Replaces equivalent unit FPIFGM5211A Coordinate stand nutrition, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format.

Application

This unit of competency describes the outcomes required to plan and monitor the nutrition of a stand of trees.

The unit applies to those in management roles in the forest and wood products industry including Forestry Supervisor, Forestry Manager, Propagation and Stand Health Supervisor.

No licensing, legislative, regulatory, or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Forest Growing and Management

Elements and Performance Criteria

Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.*
1. Plan stand nutrition	1.1 Identify site environmental requirements. 1.2 Obtain and analyse relevant information for impacts on stand nutrition planning. 1.3 Select methods of ensuring adequate and appropriate level of stand nutrition. 1.4 Develop and document performance indicators and targets.

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	1.5 Obtain required approvals from relevant authorities. 1.6 Communicate stand nutrition plan and its performance indicators are communicated to appropriate personnel.
2. Implement and monitor stand nutrition plan	2.1 Communicate with operational staff to explain nutrition plan, activities and roles and responsibilities. 2.2 Coordinate resources and maintain documentation for fertiliser applications. 2.3 Monitor the implementation of the nutrition plan and make necessary adjustments. 2.4 Ensure compliance with organisational procedures, quality, WHS, legislative and regulatory requirements. 2.5 Identify and control potential and existing risks and hazards in the work area.
3. Review outcomes of nutrition activities	3.1 Collect data on stand nutrition and review effectiveness of activities. 3.2 Analyse budgets and cost-effectiveness of nutrition program. 3.3 Document outcomes of the nutrition plan against established performance indicators and report to relevant personnel.

Foundation Skills

This section describes those core and employment skills that are essential to performance and are not explicit in the performance criteria.	
Writing skills to:	• develop and document a plan for tending operations
Planning and organising skills to:	• schedule activities to meet established goals and objectives.

Range of Conditions

Not Applicable

Unit Mapping Information

FPIFGM5211A Coordinate stand nutrition

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPFGM5211 Coordinate stand nutrition

Modification History

Release	Comment
1	Replaces equivalent unit FPIFGM5211A Coordinate stand nutrition, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format. Assessment requirements now specify the performance and knowledge evidence, as well as assessment conditions for this unit of competency. These sections simplify and replace components used in the previous unit format, including Required Skills and Knowledge, Evidence Guide and Range Statement

Performance Evidence

A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit. If a specific volume or frequency is not stated below, then evidence must be provided that the following requirements have been performed on at least one occasion:

- follow organisational policies and procedures for managing stand nutrition
- develop and implement a plan for stand nutrition that includes:
  - relevant policies and procedures
  - budgets
  - timelines
  - resources (people, materials, equipment)
  - activities and tasks
  - performance indicators
- identify nutritional deficiencies in target species
- recommend suitable strategies to address nutritional deficiencies in target species
- report on the outcomes of a plan for stand nutrition

Knowledge Evidence

A person competent in this unit must be able to demonstrate knowledge of:

- environmental protection requirements relating to stand nutrition
- hazards relating to stand nutrition including:
- the use of chemicals and/or biological agents
- infrastructure in the vicinity of the stand, including powerlines

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- organisational policies and procedures for stand nutrition
- fertiliser technology and options for the application of fertiliser
- nutritional requirements of target species
- biology of target species
- hydrology and hydrological principles
- plant identification and classification skills
- ecology and ecological interactions
- soil types and structure
- types of tools and equipment used for ensuring stand nutrition, and procedures for their use, operation and maintenance.

Assessment Conditions

The following resources must be made available:

- relevant organisational procedures, policies and requirements to co-ordinate stand nutrition
- relevant personnel for the purposes of communicating information
- documents, spreadsheets and commonly used proforma documents
- forest area to implement stand nutrition

Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting.

Assessor requirements

Assessors must:

- hold the appropriate assessor competency standards as outlined in regulations; and
- be able to demonstrate vocational competencies at least to the level being assessed; and
- be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and assessor competence.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPFGM5212 Manage genetic resources

Modification History

Release	Comment
1	Replaces equivalent unit FPIFGM5212A Manage genetic resources, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format.

Application

This unit of competency describes the outcomes required to manage the propagation process using sexual and asexual methods and tending nursery plants. It includes the propagation methods of seeding, cuttings, grafting, tissue culture and layering.

The unit applies to job roles including Arboriculture Manager, Forest Manager, Forestry Manager, Harvesting Manager, Nursery Manager, Plantation Establishment Manager, Plantation Manager and Production Manager.

No licensing, legislative, regulatory, or certification requirements apply to this unit at the time of publication, however reference should be made to the Plant Breeders Rights Act 1994.

Pre-requisite Unit

Nil

Unit Sector

Forest Growing and Management

Elements and Performance Criteria

Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.*
1. Plan propagation	1.1 Review organisational genetic resources policies and procedures in relation to the propagation and tending planning process. 1.2 Select and confirm quantities, timing, provenances, species and desirable characteristics for plants in development.

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	1.3 Document specifications and targets for production quantities, timing, provenances and species. 1.4 Review site environmental protection measures and relevant legislation and regulations.
2. Implement genetic management plan	2.1 Select method of propagation for the target species. 2.2 Obtain permits or licences required for production, collection and management of genetic resources 2.3 Direct operational activities including hygiene, propagation, bed preparation and environmental considerations. 2.4 Schedule and coordinate people, materials, tools and equipment required for propagation. 2.5 Keep nursery staff informed of the plan, propagation methods and tending requirements.
3. Monitor and review genetic resource plan	3.1 Inspect environmental protection measures for propagation, soil and drainage and implement corrections where necessary. 3.2 Maintain communications with staff, clients and contractors about progress of propagation. 3.3 Review propagation methods and implement corrections where necessary 3.4 Record and report on genetic management results, with recommendations for future improvement.

Foundation Skills

This section describes those core and employment skills that are essential to performance and are not explicit in the performance criteria.	
Writing skills to:	• develop and document a plan for propagation
Planning and organising skills to:	• schedule activities for propagation • coordinate the work of staff.

Range of Conditions

Not Applicable

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Unit Mapping Information

FPIFGM5212A Manage genetic resources

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPFGM5212 Manage genetic resources

Modification History

Release	Comment
1	Replaces equivalent unit FPIFGM5212A Manage genetic resources, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format. Assessment requirements now specify the performance and knowledge evidence, as well as assessment conditions for this unit of competency. These sections simplify and replace components used in the previous unit format, including 'Required Skills and Knowledge, Evidence Guide and Range Statement.

Performance Evidence

A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit. If a specific volume or frequency is not stated below, then evidence must be provided that the following requirements have been performed on at least one occasion:

- use propagation techniques including:
  - seeds
  - cuttings
  - grafting
  - tissue cultures
  - layering
- schedule resources, materials and equipment required for propagation
- identify problems in the management of genetic resources and demonstrate appropriate response procedures
- efficiently and safely implement a genetic resource management plan, and organise and obtain required permits or licences
- record and report on genetic resource management.

Knowledge Evidence

A person competent in this unit must be able to demonstrate knowledge of:

- organisational policies and procedures, and legislation relevant to processes for managing genetic resources
- genetic resources including sexual and asexual plant species

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- provenance of genetic resources
- characteristics of genetic resources including:
  - growth rate
  - branch angle
  - branch height
  - timber density
- environmental protection requirements for managing genetic resources including:
  - fungal and insect control measures
- and action to limit impacts on:
  - selected forest vegetation
  - habitat
  - soil and water features
- methods of propagation including:
  - seeds
  - cuttings
  - grafting
  - tissue cultures
  - layering
- genetic resources and tending strategies
- regeneration principles and methods
- hydrology and hydrological principles
- plant identification and classification skills
- ecology and ecological interactions
- soil types and structure
- nursery hygiene and sterilisation techniques
- types of tools and equipment used for managing genetic resources, and procedures for their use, operation and maintenance
- procedures for recording and reporting workplace information.
-

Assessment Conditions

The following resources must be made available:

- tools and equipment relevant to the management of genetic resources
- relevant personnel for the purposes of communicating information
- documents, spreadsheets and commonly used proforma documents
- organisational policies and procedures relevant to managing genetic resources
- PPE suitable to manage genetic resources.

Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting.

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Assessor requirements

Assessors must:

- hold the appropriate assessor competency standards as outlined in regulations; and
- be able to demonstrate vocational competencies at least to the level being assessed; and
- be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and assessor competence.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPFGM5213 Coordinate plantation tending operations

Modification History

Release	Comments
Release 2	This version released with FWP Forest and Wood Products Training Package Version 3.0.
Release 1	This version released with FWP Forest and Wood Products Training Package Version 2.0.

Application

This unit of competency describes the outcomes required to prepare and implement a tending operation in a plantation. It includes the conduct of consultative processes, analysis of the effectiveness of the operation and the presentation of findings.

The unit applies to job roles including Arboriculture Manager, Forest Manager, Forestry Manager, Harvesting Manager, Nursery Manager, Plantation Establishment Manager, Plantation Manager and Production Manager.

No licensing, legislative, regulatory, or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Forest Growing and Management

Elements and Performance Criteria

Element *Elements describe the essential outcomes.*	**Performance Criteria** *Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.*
1. Plan tending operation	1.1 Review forest plan and organisational objectives relating to tending operations for a plantation.

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	1.2 Identify environmental protection requirements for the plantation. 1.3 Review operational requirements for tending the plantation. 1.4 Consult with stakeholders about tending requirements. 1.5 Document a tending plan and obtain approvals for implementation.
2. Implement tending plan	2.1 Obtain required resources and authorisations to implement the tending plan. 2.2 Implement emergency treatments and hazard notification procedures. 2.3 Organise site schedule with technical operators. 2.4 Implement tending plan with reference to budget, schedule, performance indicators and objectives.
3. Monitor tending operations	3.1 Obtain data about performance at key milestones or established review periods. 3.2 Check that environmental, WHS, organisational and legislative compliance requirements are met and that documentation is accurate and up-to-date. 3.3 Maintain communication with operations supervisor throughout implementation of the plan. 3.4 Amend tending operation plan to ensure that specifications, quality and performance targets are meeting planned requirements.
4. Review tending operation	4.1 Review outcomes against established objectives. 4.2 Determine operational improvements for the future and formulate recommendations. 4.3 Record and report on tending operations to appropriate personnel.

Foundation Skills

This section describes those core and employment skills that are essential to performance and are not explicit in the performance criteria.	
Writing skills to:	• develop and document a plan for tending operations.
Planning and organising skills to:	• schedule activities to meet established goals and objectives.

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FWPFGM5213 Coordinate plantation tending operations Release 2	FWPFGM5213 Coordinate plantation tending operations Release 1	Minor typographical errors corrected	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPFGM5213 Coordinate plantation tending operations

Modification History

Release	Comments
Release 2	This version released with FWP Forest and Wood Products Training Package Version 3.0.
Release 1	This version released with FWP Forest and Wood Products Training Package Version 2.0.

Performance Evidence

A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit. If a specific volume or frequency is not stated below, then evidence must be provided that the following requirements have been performed on at least one occasion:

- follow organisational policies and procedures for managing tending operations in a plantation
- identify and obtain applicable licensing or certification requirements for tending operations
- use consultative processes with colleagues and stakeholders to obtain inputs in developing a plan for tending operations
- develop and implement a plan for tending operations
- manage tending operations to meet established outcomes
- keep accurate records on the tending process and make recommendations for improvements in the tending process.

Knowledge Evidence

A person competent in this unit must be able to demonstrate knowledge of:

- environmental protection requirements for a forest including:
  - soil disturbance measures
  - retention tree damage
  - fungal hygiene measures
  - identification of habitat trees
  - chemical handling and application procedures
- organisational policies and procedures for managing tending operations in a forest including

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  - end product requirements
  - stand treatment certification documentation
  - contractual requirements and obligations
  - environmental and public relations imperatives
  - current state of the forest resource
- tending operations that are designed to:
  - maintain the health of the stand
  - improve productivity and long term sustainability
  - the management of notifiable weeds
- impact of tending operations on forest productivity and various end products
- authorisations and permits including:
  - permits
  - approvals
  - licences relating to neighbouring properties

and may relate to:

  - hours of operation
  - use and application of chemicals
  - the environment
- biology of relevant forest health problems
- target species growth and development
- weed species and herbicide interactions
- hydrology and hydrological principles
- plant identification and plant classification
- ecology and ecological interactions
- soil types and structure
- procedures for recording and reporting workplace information.

Assessment Conditions

The following resources must be made available:

- policies and procedures relevant to co-ordinating plantation tending operations
- PPE suitable to coordinate plantation tending operations
- plantation site suitable to coordinate tending operations.

Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting.

Assessor requirements

Assessors must:

- hold the appropriate assessor competency standards as outlined in regulations; and
- be able to demonstrate vocational competencies at least to the level being assessed; and

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- be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and assessor competence.

Links

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FWPFGM5214 Develop a native forest regeneration plan

Modification History

Release	Comment
1	Replaces equivalent unit FPIFGM5214A a native forest regeneration plan, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format.

Application

This unit of competency describes the outcomes required to plan and implement the regeneration or revegetation of an area of native forest for timber production. It includes conducting consultative processes and evaluation of the effectiveness of the regeneration plan against organisational marketing, strategic and business objectives.

The unit applies to job roles including Arboriculture Manager, Forest Manager, Forestry Manager, Harvesting Manager, Nursery Manager, Plantation Establishment Manager, Plantation Manager and Production Manager.

No licensing, legislative, regulatory, or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Forest Growing and Management

Elements and Performance Criteria

Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.*
1. Prepare regeneration plan	1.1 Analyse requirement for a native forest regeneration plan. 1.2 Review relevant site environmental protection measures, and legislative and regulatory requirements.

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	1.3 Check timeline and budget for regeneration 1.4 Select method of regeneration and trees. 1.5 Consult and obtain input to the plan. 1.6 Seek necessary approvals and obtain in line with site requirements 1.7 Develop a documented plan the native forest regeneration and obtain necessary approvals.
2. Implement regeneration plan	2.1 Obtain required resources and authorisations to implement the native forest regeneration. 2.2 Implement emergency treatments and hazard notification procedures. 2.3 Communicate plan and explain roles and responsibilities to the work team. 2.4 Implement native forest regeneration plan with reference to budget, schedule, performance indicators and objectives.
3. Monitor forest regeneration	3.1 Obtain data about performance at key milestones or established review periods. 3.2 Check that environmental, WHS, organisational and legislative compliance requirements are met and that documentation is accurate and up-to-date. 3.3 Maintain communication with operations supervisor throughout implementation of the plan. 3.4 Amend native forest regeneration plan to ensure that specifications, quality and performance targets are meeting planned requirements.
4. Review forest regeneration	4.1 Review outcomes against established objectives. 4.2 Determine operational improvements for the future and formulate recommendations. 4.3 Record and report on tending operations to appropriate personnel.

Foundation Skills

This section describes those core and employment skills that are essential to performance and are not explicit in the performance criteria.	
Writing skills to:	• develop and document a plan for tending operations • report on outcomes
Planning and organising skills	• schedule activities to meet established goals and

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to:	objectives.

Range of Conditions

Not Applicable

Unit Mapping Information

FPIFGM5214A Develop a native forest regeneration plan

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPFGM5214 Develop a native forest regeneration plan

Modification History

Release	Comment
1	Replaces equivalent unit FPIFGM5214A Develop a native forest regeneration plan, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format. Assessment requirements now specify the performance and knowledge evidence, as well as assessment conditions for this unit of competency. These sections simplify and replace components used in the previous unit format, including 'Required Skills and Knowledge, Evidence Guide and Range Statement.

Performance Evidence

- A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit. If a specific volume or frequency is not stated below, then evidence must be provided that the following requirements have been performed on at least one occasion:
- plan a native forest regeneration operation with reference to organisational objectives, policies and procedures
- use consultative processes with colleagues and stakeholders to determine performance criteria, specifications and targets
- ensure efficient and safe processes and timelines
- safely implement native forest regeneration activities according to a documented plan and budget, and making adjustments to the plan or operation
- review and analyse operations and outcomes
- use data to document improvements to future operations
- maintain accurate and up-to-date documentation
- prepare a report on costs, processes and analysis of findings on the regeneration operation.

Knowledge Evidence

A person competent in this unit must be able to demonstrate knowledge of:

- applicable commonwealth, state or territory legislation, regulations, standards, codes of practice for native forests
- organisational policies and procedures relating to native forest regeneration
- environmental protection requirements for native forests including
  - soil disturbance measures

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  - retention tree damage
  - fungal hygiene measures
  - identification of habitat trees
  - chemical handling and application procedures.
- Authorisations and permits relevant to forest regeneration plans
  - permits
  - approvals
  - licences relating to neighbouring properties
- and may relate to:
  - hours of operation
  - use and application of chemicals
  - the environment
- methods of regeneration including
  - prescription burning
  - infill planting to support directional natural regeneration
  - pathways
  - direct seeding
  - crop tree retention
- consultation aspects and stakeholders that are relevant to native forest regeneration plans including
  - clients
  - neighbours
  - relevant groups/bodies
  - local, State and federal government bodies and agencies
  - local interest/lobby groups
  - friends' groups
  - representatives of industry bodies
- biology of the target species
- hydrology and hydrological principles
- plant identification and classification skills
- ecology and ecological interactions
- seed collecting and distribution seasons for the target species
- organisational marketing, business and strategic plans
- original and potential ecosystems for the target area
- common diseases, pests and nutritional deficiencies
- soil types and structure
- procedures for recording workplace information.

Assessment Conditions

The following resources must be made available:

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- organisational policies and procedures relevant to forest regeneration
- a suitable forest area from which to develop a forest regeneration plan
- PPE suitable to develop a forest regeneration plan
- relevant personnel for the purposes of communicating information

Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting.

Assessor requirements

Assessors must:

- hold the appropriate assessor competency standards as outlined in regulations; and
- be able to demonstrate vocational competencies at least to the level being assessed; and
- be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and assessor competence.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPFGM5215 Breed Trees

Modification History

Release	Comment
1	Replaces equivalent unit FPIFGM5215A Breed trees, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format.

Application

This unit of competency describes the outcomes required to improve yield through improved tree breeding. It includes conducting consultative processes and monitoring and analysis of the effectiveness of the breeding.

The unit applies to job roles including Arboriculture Manager, Forest Manager, Forestry Manager, Harvesting Manager, Nursery Manager, Plantation Establishment Manager, Plantation Manager and Production Manager.

No licensing, legislative, regulatory, or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Forest Growing and Management

Elements and Performance Criteria

Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.*
1. Plan tree breeding	1.1 Analyse requirement for tree breeding. 1.2 Review relevant site environmental protection measures, and legislative and regulatory requirements. 1.3 Check timeline and budget for breeding.

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	1.4 Identify desirable breeding characteristics for the breeding plan 1.5 Select appropriate reproduction techniques to optimise propagation of the trees 1.6 Consult and obtain input to inform the breeding plan. 1.7 Develop a documented breeding plan and obtain necessary approvals.
2. Implement breeding operation	2.1 Obtain required resources and authorisations to implement breeding operation. 2.2 Implement emergency treatments and hazard notification procedures. 2.3 Communicate plan and explain roles and responsibilities to the work team. 2.4 Implement breeding plan with reference to budget, schedule, performance indicators and objectives.
3. Monitor tree breeding	3.1 Obtain data about performance at key milestones or established review periods. 3.2 Check that environmental, WHS, organisational and legislative compliance requirements are met and that documentation is accurate and up-to-date. 3.3 Maintain communication with operations supervisor throughout implementation of the plan. 3.4 Amend breeding plan to ensure that specifications, quality and performance targets are meeting planned requirements.
4. Review tree breeding	4.1 Review outcomes against established objectives. 4.2 Determine operational improvements for the future and formulate recommendations. 4.3 Record and report on tree breeding to appropriate personnel.

Foundation Skills

This section describes those core and employment skills that are essential to performance and are not explicit in the performance criteria.	
Writing skills to:	• develop and document a plan for tree breeding • report on outcomes
Planning and organising skills to:	• schedule activities to meet established goals and objectives.

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Range of Conditions

Not Applicable

Unit Mapping Information

FPIFGM5215A Breed trees

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPFGM5215 Breed Trees

Modification History

Release	Comment
1	Replaces equivalent unit FPIFGM5215A Breed trees, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format. Assessment requirements now specify the performance and knowledge evidence, as well as assessment conditions for this unit of competency. These sections simplify and replace components used in the previous unit format, including 'Required Skills and Knowledge, Evidence Guide and Range Statement.

Performance Evidence

A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit. If a specific volume or frequency is not stated below, then evidence must be provided that the following requirements have been performed on at least one occasion:

- follow organisational policies and procedures relevant to breeding trees
- plan a tree breeding operation using consultative processes with colleagues and stakeholders to obtain inputs
- ensure efficient and safe processes in tree breeding and that established timelines are met
- implement a tree breeding operation according to a documented plan and budget, and make adjustments to plan or operation
- review and analyse data on breeding operation and use findings to document improvements to future operations
- prepare and present a report on tree breeding outcomes including costs, processes and analysing findings of the breeding operation.

Knowledge Evidence

A person competent in this unit must be able to demonstrate knowledge of:

- applicable commonwealth, state or territory legislation, regulations, standards and codes of practice for breeding trees
- environmental protection requirements for breeding trees including:
  - soil disturbance measures
  - retention tree damage
  - fungal hygiene measures
  - identification of habitat trees

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    - chemical handling and application procedures
- organisational policies and procedures for breeding trees
- tree breeding data collection and analysis methods
- tree breeding characteristics including:
    - growth rate
    - tree form
    - branch angle
    - fibre length
    - fibre orientation
    - extractive content
    - salt tolerance
    - drought tolerance
    - density
- flowering times for target species
- reproduction techniques for target species including:
    - self and cross pollination
    - cuttings
    - grafting
    - layering
    - stolons
    - suckers
    - pollination techniques
- desirable features for selection of breeding stock
- genetic characteristics of target species
- hydrology and hydrological principles
- plant identification and classification skills
- ecology and ecological interactions
- soil types and structure
- authorisations and permits relevant to breeding trees including:
    - permits
    - approvals
    - licences relating to neighbouring properties
- and may relate to:
    - hours of operation
    - use and application of chemicals
    - the environment
- resources required to implement breeding operations
- procedures for recording and reporting workplace records and information.

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Assessment Conditions

The following resources must be made available:

- organisational policies and procedures relevant to breeding trees
- selection of trees suitable for breeding operations
- ***resources relevant to implementing*** breeding operations
- PPE suitable to breed trees

Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting.

Assessor requirements

Assessors must:

- hold the appropriate assessor competency standards as outlined in regulations; and
- be able to demonstrate vocational competencies at least to the level being assessed; and
- be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and assessor competence.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPFGM5216 Manage coupe planning

Modification History

Release	Comment
1	Replaces equivalent unit FPIFGM5216A Manage coupe planning, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format.

Application

This unit of competency describes the outcomes required to manage the planning of forest coupe establishment, harvesting and regeneration.

The unit applies to job roles including Arboriculture Manager, Forest Manager, Forestry Manager, Harvesting Manager, Nursery Manager, Plantation Establishment Manager, Plantation Manager and Production Manager.

No licensing, legislative, regulatory, or certification requirements apply to this unit at the time of publication.

There may be Codes of Practice applicable to coupe planning in some areas and for some forest types.

Pre-requisite Unit

Nil

Unit Sector

Forest Growing and Management

Elements and Performance Criteria

Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.*
1. Plan coupe establishment	1.1 Establish local authority coverage, land ownership and boundaries. 1.2 Check coupe location including map and grid references.

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	1.3 Identify and apply for land use zoning and planning permits.
2. Plan coupe harvesting	2.1 Analyse forest type, available species and topography and document in line site procedures. 2.2 Calculate gross area of coupe and net area to be harvested. 2.3 Calculate and report volume estimates. 2.4 Plan operational activities including site preparation, environmental considerations and access. 2.5 Issue tenders and award harvesting and cartage contracts and establish cartage routes. 2.6 Develop, check and communicate schedule for harvesting.
3. Plan coupe regeneration	3.1 Select regeneration method best suited to the site conditions 3.2 Plan and instigate environmental protection measures for the landscape, soil and drainage. 3.3 Create and schedule seeding process or seedling planting regime 3.4 Plan and schedule silviculture systems. 3.5 Record and report management of coupe planning to appropriate personnel.

Foundation Skills

This section describes those core and employment skills that are essential to performance and are not explicit in the performance criteria.	
Planning and organising skills to:	• schedule activities to meet established goals and objectives.
Writing skills to:	• develop and document a plans for coupe establishment, harvesting and regeneration • report on outcomes.
Numeracy skills to:	• calculate length, width area and volume in relation to coupe

Range of Conditions

Not Applicable

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Unit Mapping Information

FPIFGM5216A Manage coupe planning

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPFGM5216 Manage coupe planning

Modification History

Release	Comment
1	Replaces equivalent unit FPIFGM5216A Manage coupe planning, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format. Assessment requirements now specify the performance and knowledge evidence, as well as assessment conditions for this unit of competency. These sections simplify and replace components used in the previous unit format, including 'Required Skills and Knowledge, Evidence Guide and Range Statement.

Performance Evidence

A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit. If a specific volume or frequency is not stated below, then evidence must be provided that the following requirements have been performed on at least one occasion:

- follow organisational policies and procedures relevant to managing coupe planning
- plan for the establishment, harvest and regeneration of forest coupes
- select regeneration methods, create and schedule seeding processes or seedling regimes, and plan silviculture systems
- communicate effectively with the work team
- record and report workplace information, maintain documentation
- read and interpret maps
- estimate and calculate volume, gross and net areas
- manage risks and contingencies
- report on the outcomes of coupe planning

Knowledge Evidence

A person competent in this unit must be able to demonstrate knowledge of:

- environmental protection requirements relevant to coupe planning including limiting impact on:
  - selected forest vegetation
  - fauna
  - habitat

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  - soil and water features
- organisational policies and procedures for managing coupe planning
- coupe establishment and planning methods
- harvesting methodologies
- regeneration principles and methods
- hydrology and hydrological principles
- plant identification and classification skills
- ecology and ecological interactions
- soil types and structure
- types of tools and equipment, and procedures for their use, operation and maintenance, for coupe planning
- procedures for recording and reporting workplace information.

Assessment Conditions

The following resources must be made available:

- organisational policies and procedures relevant to coupe planning
- relevant personnel for the purposes of communicating information
- documents, spreadsheets and commonly used proforma documents
- PPE suitable to managing coupe planning
- a suitable forest area.

Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting.

Assessor requirements

Assessors must:

- hold the appropriate assessor competency standards as outlined in regulations; and
- be able to demonstrate vocational competencies at least to the level being assessed; and
- be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and assessor competence.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPFGM5217 Promote plantations as a sustainable form of land use

Modification History

Release	Comment
1	Replaces superseded equivalent FPIFGM5217A Promote plantations as a sustainable form of land use which was first released with FPI11 Forest and Forest Products Training Package Version 2.2.

Application

This unit of competency describes the outcomes required to develop, implement, monitor and review a program to promote plantations to stakeholders and the general community, including the environmental and sustainability benefits of plantations compared to other forms of land use.

The unit applies to job roles including Community Liaison Officer, Designer (Manufacturing and Engineered Wood Products), Environmental Planner and Manager, Forest/Timber Harvester, Forest Auditor or Forest Planner, Forest Sustainability Manager, Forestry Manager, General Manager, Plantation Manager, Sustainability Manager, Technical Forester, Technical Services Officer, Technical Services Manager and Value Recovery Officer.

No licensing, legislative, regulatory, or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil.

Unit Sector

Forest Growing and Management

Elements and Performance Criteria

ELEMENTS	**PERFORMANCE CRITERIA**
Elements describe the	*Performance criteria describe the performance needed to demonstrate*

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ELEMENTS *essential outcomes.*	**PERFORMANCE CRITERIA** *achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.*
1. Identify target market	1.1 Define program need, purpose, objectives and outcomes in consultation with stakeholders. 1.2 Evaluate potential of program to appeal to a range of markets. 1.3 Identify benefits and costs of targeting specific audiences. 1.4 Establish markets to be targeted in consultation with appropriate personnel.
2. Plan promotions program	2.1 Identify timeline and budget and obtain necessary approvals from appropriate personnel. 2.2 Select range of appropriate promotional modes and methods to reach target markets. 2.3 Develop tools and resources appropriate to modes and methods of program promotion and obtain necessary approvals for promotional activities. 2.4 Clearly document plan and communicate to appropriate personnel.
3. Implement promotions program	3.1 Obtain and coordinate required resources to implement promotions program. 3.2 Provide program schedule tools and resources to appropriate personnel. 3.3 Establish processes to monitor program quality.
4. Evaluate programs	4.1 Evaluate programs against documented plan and objectives. 4.2 Analyse programs to verify effectiveness in meeting objectives and to identify future program improvements. 4.3 Prepare recommendations for future programs based on consultation and analysis.

Foundation Skills

This section describes those core and employment skills that are essential to performance and are not explicit in the performance criteria.	
Oral communication skills to:	• Hold high-level consultative discussions to generate ideas for and negotiate content of promotional programs.

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Reading skills to:	• Interpret complex information in a range of internal and external source documents to evaluate and establish target markets.
Writing skills to:	• Develop and document comprehensive program plans. • Report on effectiveness of programs and potential improvements including rationale for recommendations.
Planning and organising skills to:	• Source, collect and organise a range of data to inform program content. • Plan and manage own timing and productivity to plan, implement and evaluate promotional programs.
Numeracy skills to:	• Calculate promotional costs • Develop timelines and budgets
Technology skills to:	• use a computer, keyboard and software to prepare program plans and reports.

Unit Mapping Information

FPIFGM5217A Promote plantations as a sustainable form of land use

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPFGM5217 Promote plantations as a sustainable form of land use

Modification History

Release	Comment
1	Replaces superseded equivalent FPIFGM5217A Promote plantations as a sustainable form of land use which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. Assessment requirements now specify the performance and knowledge evidence, as well as assessment conditions for this unit of competency. These sections simplify and replace components used in the previous unit format, including 'Required Skills and Knowledge, Evidence Guide and Range Statement'.

Performance Evidence

A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit, and must be able to provide evidence that they can:

- Develop individual promotional programs to communicate the benefits of tree plantations as an alternative land use, to each of the following targeted stakeholder groups:
  - landholders
  - local government councils
  - general public.
- For each of the above programs, develop and document materials which provide advice on the following range of matters relating to plantation management:
  - objectives of plantation establishment
  - species selection
  - plantation designs
  - establishment techniques
  - silvicultural regimes
  - maintenance
  - fire protection
  - market opportunities.
- For each of the above programs, choose at least two promotional methods from the following list that are suitable to the audience and document plans for delivery of promotions:
  - literature
  - self-help material
  - field demonstrations

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  - field inspections
  - lectures
  - workshops
  - field days
  - brochures
  - information sessions
  - individual consultations
  - multimedia material.
- Evaluate the effectiveness of one of the above promotional programs and complete a report including recommendations for improving future programs.

Knowledge Evidence

A person competent in this unit must be able to demonstrate knowledge of:

- A range of matters relating to plantation management around which promotions can be designed, including:
  - objectives of plantation establishment
  - species selection suitable for plantation establishment for a range of soil types and climates
  - plantation designs
  - plantation establishment techniques
  - silvicultural regimes suitable for a range of plantation types
  - maintenance
  - fire protection and suppression in plantations.
- Harvesting methods suitable for a range of plantation types.
- Market opportunities for plantation products and carbon storage.
- Role of wood or waste products in generating renewable energy through biomass.
- Effects of plantation on soils, water quality, water quantity and biodiversity compared to other land uses.
- Levels of use of fertilisers, herbicides, insecticides and other chemicals compared to other land uses.
- Socioeconomic impacts of plantations on rural communities.
- Use and demand for plantation products nationally and internationally.
- Economic benefits of plantations compared to other land uses.
- Features, benefits and practical application of promotional methods commonly used to promote plantations, including:
  - self-help material
  - field demonstrations
  - field inspections
  - lectures
  - workshops

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  - field days
  - brochures
  - information sessions
  - individual consultations
  - multimedia material.
- Approvals required for promotional activities:
  - permits, approvals and licences relating to use of resource material
  - use of existing plantations for demonstration purposes.
- Methods to evaluate program effectiveness against plans and objectives.

Assessment Conditions

The following resources must be made available:

- Computers, keyboards, printers and software used to document plans and reports.

Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting.

Assessor requirements

Assessors must:

- Hold the appropriate assessor competency standards as outlined in regulations; and
- be able to demonstrate vocational competencies at least to the level being assessed; and
- be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and assessor competence.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPFGM5219 Undertake carbon stock sampling of forests and plantations

Modification History

Release	Comment
1	Replaces superseded equivalent unit FPIFGM5219 Undertake carbon stock sampling which was first released with FPI11 Forest and Forest Products Training Package Version 2.2.

Application

This unit of competency describes the outcomes required to assess forests and plantations for current and future carbon stocks, including the use of growth modelling techniques to estimate future stocks. Work is completed in a variety of settings including native forest environments, hardwood or softwood plantations and agroforestry and farm forestry.

The unit applies to job roles including Forest Auditor, Forest Planner, Environmental Manager, Environmental Planner Forest Sustainability Manager And Sustainability Manager.

No licensing, legislative, regulatory, or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil.

Unit Sector

Forest Growing and Management

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.*

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ELEMENTS	PERFORMANCE CRITERIA
1. Plan for carbon stock sampling activities	1.1 Confirm purpose, objectives and scope of sample collection activity through stakeholder discussions and consultations. 1.2 Conduct desktop study of existing forests and plantations. 1.3 Design measurement program and confirm sampling site locations and where required, obtain approval for site access. 1.4 Evaluate characteristics of sites for impact on sampling and testing method. 1.5 Determine and arrange human and physical resource requirements.
2. Prepare for carbon stock sampling activities	2.1 Locate forests and plantations using site maps and plans and identify areas for sampling. 2.2 Complete administrative requirements, arrange contractors and obtain approvals in line with organisational procedures. 2.3 Complete a risk assessment for the sample site and activities.
3. Conduct carbon stock sampling collection	3.1 Inspect and test sampling equipment to ensure operational effectiveness. 3.2 Coordinate sampling activities at sites prior to commencement of and during the work activity. 3.3 Conduct surveys and sampling in line with organisational safety procedures. 3.4 Record results of samples and surveys, in line with sampling plan. 3.5 Monitor sampling activities on a regular basis against sampling plan, and implement modifications or improvements as required.
4. Interpret results	4.1 Estimate forest carbon stocks from collected data. 4.2 Review data against assessment program in line with organisational procedures. 4.3 Analyse data to determine effectiveness of assessment. 4.4 Prepare recommendations for future programs based on analysis. 4.5 Record and report assessment processes and improvement suggestions to appropriate personnel.
5. Use growth models to predict biomass and carbon stocks	5.1 Select appropriate growth model. 5.2 Predict biomass growth and carbon stocks from data

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ELEMENTS	PERFORMANCE CRITERIA
	assessments and incorporate in growth model. 5.3 Analyse data to determine comparability of predicted forest carbon stocks to current available data.

Foundation Skills

This section describes those core and employment skills that are essential to performance and are not explicit in the performance criteria.	
Numeracy skills to:	• Interpret numerical data and symbols on maps. • Collect, analyse and record complex statistical data. • Identify and extract relevant information from complex diagrams, graphs and charts. • Use complex numerical modelling calculations to predict biomass growth and carbon stock growth.
Reading skills to:	• Interpret complex information in a range of internal and external source documents to plan for sampling activities.
Oral communication skills to:	• Hold high-level consultative discussions to generate ideas for and negotiate purpose, objectives and scope of sampling program.
Writing skills to:	• Prepare detailed and accurate reports involving qualitative and quantitative content where precise meaning is required. • Report on effectiveness of programs and potential improvements including rationale for recommendations.

Unit Mapping Information

FPIFGM5219 Undertake carbon stock sampling of forests and plantations

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPFGM5219 Undertake carbon stock sampling of forests and plantations

Modification History

elease	Comment
1	Replaces superseded equivalent unit FPIFGM5219 Undertake carbon stock sampling which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. Assessment requirements now specify the performance and knowledge evidence, as well as assessment conditions for this unit of competency. These sections simplify and replace components used in the previous unit format, including 'Required Skills and Knowledge, Evidence Guide and Range Statement'.

Performance Evidence

A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit, and must be able to provide evidence that they can:

- Design two measurement programs for two individual sites to calculate current and expected biomass and carbon stocks of:
  - trees above and below ground
  - other vegetation
  - litter layer
  - soil.
- Complete survey and sampling activities for one of those sites using the measurement plan designed.
- Record and analyse all data collected for the site, estimate current carbon stocks, select a growth model and predict and document biomass growth and carbon stocks.
- Complete a report on survey and sampling activities recommending improvements for future processes.

Knowledge Evidence

A person competent in this unit must be able to demonstrate knowledge of:

- Requirements for obtaining permits and licences for site sampling activities and the authority from whom approval must be obtained.
- Characteristics and growth habits of local vegetation.
- Soil characteristics and topography of local area.

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- Purpose, features and application of measurement programs used to calculate current and expected biomass and carbon stocks of the following:
  - trees above and below ground
  - other vegetation
  - litter layer
  - soil
  - wood products.
- Data collection and sampling methods for estimating carbon stocks.
- Statistical analysis techniques applicable to biomass and carbon assessments.
- Methods used to predict biomass growth and carbon stock growth, specifically the use of growth models.
- Purpose, features and operation of survey and assessment equipment and tools, including:
  - geographic information systems
  - interpretation of topographic maps and aerial photography
- Organisational procedures specific to carbon stock sampling, including:
  - workplace health and safety with particular emphasis on risk assessment and control
  - communication reporting lines
  - recording and reporting sampling data.

Assessment Conditions

The following resources must be made available:

- topographic maps
- aerial photography
- geographic information systems
- documents and commonly used proformas for recording sampling data
- organisational procedures for carbon stock sampling.

Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting.

Assessor requirements

Assessors must:

- Hold the appropriate assessor competency standards as outlined in regulations; and
- be able to demonstrate vocational competencies at least to the level being assessed; and
- be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and assessor competence.

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPFGM6201 Plan a biochar storage system for carbon capture and storage

Modification History

Release	Comment
1	Replaces superseded equivalent FPIFGM6201B Plan a bio-char storage system for carbon capture and storage, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2.

Application

This unit of competency describes the outcomes required to implement a bio-char storage system at senior management or project management level in forest/farm forest, sawmilling or timber treatment settings.

The unit applies to job roles covering project, sustainability or environmental management.

No licensing, legislative, regulatory, or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil.

Unit Sector

Forest Growing and Management

Sawmilling and Processing

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.*

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ELEMENTS	PERFORMANCE CRITERIA
1. Assess bio-char carbon storage system feasibility	1.1 Research bio-char carbon storage systems. 1.2 Explore organisational need for bio-char carbon storage system and investigate context of requirements through consultation. 1.3 Investigate context of bio-char carbon storage system and clarify requirements with appropriate personnel. 1.4 Identify and document user requirements and environmental parameters. 1.5 Investigate bio-char carbon storage system options and identify installation, operation and maintenance requirements. 1.6 Make recommendations about need for and appropriate type of system based on findings.
2. Determine facility requirements	2.1 Select feed stock for bio-char process and calculate amount that can be obtained for pyrolysis. 2.2 Select method of pyrolysis based on feed stock and appropriate outputs. 2.3 Estimate costs of transporting liquid and solid by-products. 2.4 Assess amount of material to be processed and consider ability to feed into power grid. 2.5 Determine process conditions.
3. Design a bio-char carbon storage facility	3.1 Design facility to provide optimal conditions for carbon storage. 3.2 Identify and address legal requirements or government regulations impacting on proposed facility. 3.3 Document design specification and communicate relevant information. 3.4 Review overall operation and output of proposed facility for economic sustainability in line with long-term direction and purpose of organisation.
4. Plan implementation of bio-char carbon storage facility	4.1 Develop construction plan in line with accepted design principles. 4.2 Evaluate internal resource abilities and determine requirement for external expertise. 4.3 Record material, resource and supply provision requirements based on construction plan. 4.4 Estimate labour requirements based on work plans and

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ELEMENTS	PERFORMANCE CRITERIA
	schedules. 4.5 Calculate operating expense budget, indicating input and output costs applicable to proposed facility.

Foundation Skills

This section describes those core and employment skills that are essential to performance and are not explicit in the performance criteria.	
Numeracy skills to:	• Complete a range of highly technical and complex calculations involving input and output volumes. • Develop complex budgets for the construction of bio-char storage systems.
Oral communication skills to:	• Hold high-level consultative discussions to generate ideas for and negotiate requirements for bio-char storage systems.
Reading skills to:	• Interpret complex information in a range of internal and external source documents to evaluate and establish bio-char storage system feasibility.
Writing skills to:	• Document complex information on feasibility of constructing bio-char systems including detailed recommendations. • Document complex data in design specifications and construction plans.
Technology skills to:	• Assess, design and implement a bio-char storage systems

Unit Mapping Information

FPIFGM6201B Plan a biochar storage system for carbon capture and storage

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPFGM6201 Plan a biochar storage system for carbon capture and storage

Modification History

Release	Comment
1	Replaces superseded equivalent FPIFGM6201B Plan a bio-char storage system for carbon capture and storage, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. Assessment requirements now specify the performance and knowledge evidence, as well as assessment conditions for this unit of competency. These sections simplify and replace components used in the previous unit format, including 'Required Skills and Knowledge, Evidence Guide and Range Statement'.

Performance Evidence

A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit, and must be able to provide evidence that they can:

- Conduct a feasibility study for the design and construction of a bio-char carbon storage for one of the following users:
  - harvesting operators
  - forest owners
  - sawmill operators
  - timber processing and manufacturing facilities
  - industries supplying feedstock
  - government departments and councils
  - agricultural businesses
- Complete a report recommending the optimum type of system to meet the user's needs including the method of pyrolysis.
- Develop design specifications, a construction plan and budget for building the facility.

Knowledge Evidence

A person competent in this unit must be able to demonstrate knowledge of:

- Purpose and content, at an in-depth level of understanding, of mandated and voluntary industry codes of practice for operating bio-char storage systems.
- Carbon marketing principles.
- Quality management systems for chemical production.

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- Fundamental principles of chemistry as they apply to the operation and stability of bio-char facilities.
- Features and uses of environmental protection monitoring systems associated with a bio-char facility.
- Common user needs and requirements for bio-char storage systems, including:
  - by-products of a pyrolysis system
  - waste management options
  - carbon sequestration priorities
  - land management priorities
  - development priorities
  - investor interests
  - financial returns
  - environmental outputs
  - social responsibility
  - sustainability
  - input usage
- Meaning of pyrolysis, differing methods and benefits of each , including:
  - slow pyrolysis
  - fast pyrolysis
  - intermediate pyrolysis
  - carbonisation
  - gasification
- Types of feedstock used for bio-char processes, characteristics and range of outputs associated with each, including:
  - wood products, including:
    - harvesting residues
    - green mill residue
    - dry mill residue
  - residue from other wood fibre processing operations
  - agricultural waste
  - crops grown for the consumption of bio-char plants
  - manure and waste from intensive animal farming systems
  - municipal waste
- Process conditions for bio-char systems, including:
  - temperature
  - residence time
  - heating rate
  - feed stock preparation
- Format, content and use of design specifications and construction plans.

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Assessment Conditions

The following resources must be made available:

- Computers, keyboards, printers and software used to document plans and reports.
- Template feasibility reports, design specifications and construction plans.

Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting.

Assessor requirements

Assessors must:

- Hold the appropriate assessor competency standards as outlined in regulations; and
- be able to demonstrate vocational competencies at least to the level being assessed; and
- be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and assessor competence.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPFGM6203 Manage sustainable tree inventory

Modification History

Release	Comment
1	Replaces superseded equivalent FPIFGM6203 Manage sustainable tree inventory which was first released with FPI11 Forest and Forest Products Training Package Version 2.2.

Application

This unit of competency describes the outcomes required to develop a tree inventory plan to manage an inventory of forestry timber assets. The unit applies to those people who manage forests for enterprises but may also apply to people who have responsibility for sustainable tree management in urban or rural enterprises.

The unit applies to job roles including Forest Auditor, Forest Planner, Environmental Manager, Environmental Planner Forest Sustainability Manager And Sustainability Manager.

No licensing, legislative, regulatory, or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil.

Unit Sector

Forest Growing and Management

Elements and Performance Criteria

ELEMENTS *Elements describe the essential outcomes.*	**PERFORMANCE CRITERIA** *Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.*
1. Conduct risk assessment	1.1 Research and analyse sustainable tree management

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ELEMENTS	PERFORMANCE CRITERIA
for managing tree inventory	requirements. 1.2 Identify resources and site characteristics. 1.3 Research and assess external influences on tree inventory. 1.4 Identify risks and potential outcomes related to identified resources and site characteristics and document risk management strategy.
2. Obtain approvals for development of tree inventory plan	2.1 Consult stakeholders and obtain support for development of tree inventory plan and management approach. 2.2 Obtain approval for identified inventory plan and management approach.
3. Prepare tree inventory plan for sustainable forest management	3.1 Identify administrative tools, physical resources and recording methodology. 3.2 Identify forest estate and associated management requirements. 3.3 Forecast required human and financial resources to manage inventory. 3.4 Establish quality assurance practices for collecting, documenting and verifying data. 3.5 Clearly document plan and communicate to appropriate personnel.
4. Manage the implementation of tree inventory plan	4.1 Explain inventory plan requirements and responsibilities to participating stakeholders. 4.2 Provide stakeholder support to ensure quality outcomes and objectives are met. 4.3 Monitor finances and resources and maintain record keeping systems. 4.4 Monitor risks and implement contingency management processes.
5. Evaluate tree inventory plan	5.1 Collect, analyse and store data about tree inventory in line with organisational procedures. 5.2 Identify and investigate variations in tree inventory outcomes and objectives. 5.3 Consult appropriate stakeholders on variation between desired results and actual outcomes. 5.4 Evaluate outcomes and processes against tree inventory plan.

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ELEMENTS	PERFORMANCE CRITERIA
	5.5 Prepare recommendations for future plans based on consultation and analysis.

Foundation Skills

This section describes those core and employment skills that are essential to performance and are not explicit in the performance criteria.	
Numeracy skills to:	• Analyse complex numerical data involving areas, ratios, percentages, volumes, lengths and diameters.
Oral communication skills to:	• Hold high-level consultative discussions to generate ideas for and negotiate content of tree inventory plans.
Reading skills to:	• Interpret complex information in a range of source documents to research and develop tree inventory plans.
Writing skills to:	• Develop and document comprehensive tree inventory plans. • Report on effectiveness of inventory management approach and potential improvements including rationale for recommendations.
Planning and organising skills to:	• Source, collect and organise a range of data to inform plan content. • Plan and manage own timing and productivity to plan, implement and evaluate management of tree inventory.
Technology skills to:	• Use a computer, keyboard and software to prepare plans and reports.

Unit Mapping Information

FPIFGM6203 Manage sustainable tree inventory

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPFGM6203 Manage sustainable tree inventory

Modification History

elease	Comment
1	Replaces superseded equivalent FPIFGM6203 Manage sustainable tree inventory which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. Assessment requirements now specify the performance and knowledge evidence, as well as assessment conditions for this unit of competency. These sections simplify and replace components used in the previous unit format, including 'Required Skills and Knowledge, Evidence Guide and Range Statement'.

Performance Evidence

A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit, and must be able to provide evidence that they can:

- Develop a comprehensive written plan to manage sustainability tree inventory for a given site.
- Incorporate these inclusions in the plan:
  - risk management strategy to manage and minimise risks
  - quality assurance practices for collecting, documenting and verifying data
  - required data collection and administrative tools
  - required human resources and responsibilities
  - data recording methodology
  - recording and reporting procedures.
- For a specified period, analyse data and record and report on the following types of outcomes:
  - established growth rates
  - established volumes
  - forecasted outputs
  - forecasted sustainability
  - monitored sustainability
  - preserved forest sustainability.
- Evaluate the effectiveness of the tree inventory plan and complete a report including recommendations for improving future plans and tree management approach.

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Knowledge Evidence

A person competent in this unit must be able to demonstrate knowledge of:

- Role of wood or waste products in generating renewable energy through biomass.
- Behavioural characteristics of a range of tree species.
- Silvicultural practices associated with management objectives.
- Key sustainability indicators for tree management.
- Key content and application of mensuration theory.
- Risks involved managing a sustainable tree inventory and methods used to minimise impacts, including:
  - biological
  - pests and diseases
  - weather and climate change
  - economic risk
  - erosion
  - fire
  - market failure
  - natural disaster
  - sabotage
  - water
  - structural failure.
- External influences and how they impact on managing a sustainable tree inventory, including:
  - international and Australian forestry and environmental standards
  - state, territory and local laws
  - advisory standards and codes of practice
  - land tenure and access
  - neighbouring tenure and access
  - habitat
  - cultural and heritage sites
  - agriforestry arrangements
  - fire management
  - data availability
  - human resource skills and availability.
- Purpose, features and application of inventory management tools, including:
  - measuring or diameter tapes
  - dataloggers and laptops
  - log sheets
  - compass
  - clinometer
  - height sticks

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    - prisms
    - mobile GPS
    - maps
    - survey and title data
    - survey equipment
    - gantt charts
    - flow charts.
- Key features and benefits of different recording methodologies, including:
    - dataloggers
    - log sheets
    - manual or electronic data transfer
    - analytical techniques and formulae
    - radio, UV, laser advanced technology
    - digital dataloggers and laptop computers
    - desk or field surveys
    - testing and calibration records.
- Organisational procedures specific to managing sustainable tree inventory:
    - communication reporting lines
    - database management and document control.

Assessment Conditions

The following resources must be made available:

- Computers, keyboards, printers and software used to document plans and reports.
- Administrative tools and equipment for managing sustainable tree inventory:
    - filing systems
    - field templates
    - operational manual
    - land access information
    - gantt charts
    - flow charts.
- Documents and commonly used proformas used to document risk management strategies and tree inventory plans.
- Organisational procedures for managing sustainable tree inventory.

Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting.

Assessor requirements

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Assessors must:

- Hold the appropriate assessor competency standards as outlined in regulations; and
- be able to demonstrate vocational competencies at least to the level being assessed; and
- be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and assessor competence.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPHAR2205 Conduct mobile splitting operations

Modification History

Release	Comment
1	Replaces equivalent unit FPIHAR2205B Conduct mobile splitting operations, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format.

Application

This unit of competency describes the outcomes required to operate a mobile hydraulic splitting unit to split timber for use in rural settings or to produce firewood.

The unit applies to those conducting mobile splitting operations in a forest or farm forest setting.

No licensing, legislative, regulatory, or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Harvesting and Haulage.

Elements and Performance Criteria

Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.*
1. Prepare for splitting.	1.1 Review and check work order with appropriate personnel. 1.2 Wear personal protective equipment (PPE). 1.3 Identify hazards and assess and control risk in the work area, in line with workplace requirements. 1.4 Select and inspect equipment for operational effectiveness in line

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	with manufacturer's recommendations. 1.5 Identify type and quantity of timber blocks to be split. 1.6 Position, secure and adjust hydraulic splitter in line with site procedures.
2. Split timber and record data.	2.1 Select and test vertical or horizontal splitting operations. 2.2 Ensure splitter is kept clear of timber shards and debris. 2.3 Position and secure timber blocks pre-cut to fit within the hydraulic splitter. 2.4 Split timber into sizes which suit standard fireplaces, in line with safe work procedure. 2.5 Stack or load split timber for transportation. 2.6 Set aside split timber that does not meet size requirements for recycling or re-use in line with site procedures. 2.7 Record and report splitting process and equipment faults to appropriate personnel, in line with site procedures.
3. Perform operator maintenance.	3.1 Perform equipment lock-out procedure in line with work health and safety (WHS) requirements and site procedures. 3.2 Check splitter for blunt or damaged condition in line with site procedures. 3.3 Remove, maintain, adjust or replace components, in line with manufacturer recommendations.

Foundation Skills

This section describes those core and employment skills that are essential to performance and are not explicit in the performance criteria.	
Numeracy skills to:	• count blocks to be split • position timber blocks • estimate timber sizes and lengths.
Reading skills to:	• interpet safety information • analyse a work order.
Writing skills to:	• record information, including lockout information, faults, log sheet data.
Technology skills to:	• operate and maintain a mobile hydraulic splitter.
Problem solving skills to:	• respond appropriately to faults, problems, hazards and risks • constantly monitor the work environment for emerging or

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	changing hazards and risks.

Range of Conditions

Not Applicable

Unit Mapping Information

FPIHAR2205B Conduct mobile splitting operations

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPHAR2205 Conduct mobile splitting operations

Modification History

Release	Comment
1	Replaces equivalent unit FPIHAR2205B Conduct mobile splitting operations, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format. Assessment requirements now specify the performance and knowledge evidence, as well as assessment conditions for this unit of competency. These sections simplify and replace components used in the previous unit format, including Required Skills and Knowledge, Evidence Guide and Range Statement.

Performance Evidence

A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit. If a specific volume or frequency is not stated below, then evidence must be provided that the following requirements have been performed on at least one occasion:

- set up and adjust a mobile hydraulic splitter for splitting operations in line with work order requirements, manufacturer recommendations and site procedures
- split timber using a mobile hydraulic splitter in line with safe work procedures
- dispose of discarded timber following site procedures for recycling or re-use
- record and report timber splitting process and equipment faults according to site procedures
- perform operator maintenance on a hydraulic splitter, including lockout procedure
- respond to a forest fire emergency according to site requirements
- identify hazards and assess and control risk in the work area according to workplace requirements:
  - preparation for emergency (forest fire, accident)
  - fatigue
  - adverse weather conditions.

Knowledge Evidence

A person competent in this unit must be able to demonstrate knowledge of:

- procedures for emergency response to forest fire

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- safe work procedures for conducting mobile splitting operations
- environmental protection requirements including re-use, recycling or safe disposal of waste material
- procedures for hazard identification and risk assessment and control in the work area, involving hazards and risks in mobile splitting operations
- procedures for recording and reporting timber splitting process and equipment faults
- operator maintenance on mobile hydraulic splitter and lockout procedures.

Assessment Conditions

The following resources must be made available:

- mobile hydraulic splitter, pre-cut timber blocks, log book
- work order
- personal protective equipment for conducting mobile splitting operations:
  - safety helmet
  - safety gloves
  - protective footwear
  - eye protection
  - hearing protection
  - high visibility clothing
  - leg protection (trousers or chaps)
  - respiratory protection
- relevant personnel for the purposes of communicating information

Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting.

Assessor requirements

Assessors must:

- hold the appropriate assessor competency standards as outlined in regulations; and
- be able to demonstrate vocational competencies at least to the level being assessed; and
- be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and assessor competence.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPHAR3210 Conduct mechanical processor operations

Modification History

Release	Comment
Release 2	This version released with FWP Forest and Wood Products Training Package Version 3.0.
Release 1	This version released with FWP Forest and Wood Products Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to operate a wheeled or tracked mechanical processor in a commercial forest harvesting environment. Activities include processing trees mechanically, segregating, and stacking logs.

The unit applies to individuals who operate a wheeled or tracked mechanical processor. Operators generally work under broad direction and take responsibility for their work.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Harvesting (HAR)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Plan and prepare for operations	1.1 Prepare to work safely according to workplace requirements 1.2 Obtain and review environmental, regulatory and legal requirements for conducting mechanical processing operations 1.3 Review work plan and clarify requirements with appropriate

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	personnel 1.4 Select equipment appropriate to work requirements and check for operational effectiveness 1.5 Plan mechanical processor operations in line with site procedures, environmental and heritage concerns 1.6 Identify access to tree or log to be extracted and assess working conditions for safety 1.7 Identify emergency plan procedures to follow in the event of an emergency
2. Operate equipment	2.1 Conduct pre-operational checks on equipment and attachments in line with manufacturers' recommendations and site procedures 2.2 Establish and maintain communication with other personnel to ensure safety in line with safety requirements 2.3 Detect site hazards associated with processor operations and use safe operating techniques to minimise risk 2.4 Operate mechanical processor within equipment capabilities and limitations, and manoeuvre to ensure safe and efficient operations 2.5 Adjust operating techniques to meet work requirements and site conditions
3. Process individual trees	3.1 Monitor movement and whereabouts of other personnel to ensure safety 3.2 Plan processing to ensure minimal tree damage and maximum recovery 3.3 Position equipment for stable and safe access to felled tree and to ensure loads are placed within rated load/reach capacity 3.4 Program or modify processing controller to produce standard length and diameter of logs with optimal grade and length combination in line with work plan requirements 3.5 Adjust processing techniques in response to unexpected characteristics, movement or condition of tree 3.6 Move timber/stems to pre-bunching site ensuring personnel safety and minimal damage to the timber and surrounding environment 3.7 Move equipment over pre-arranged routes with minimal damage to the environment

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
4. Segregate and stack logs	4.1 Locate stacks to provide appropriate space for the conduct of other landing operations in line with planned layout and site requirements 4.2 Position and construct log stacks to provide stability and minimise problems from slippage and falling of logs 4.3 Carry out maintenance of log stacks in line with planned layout and site requirements 4.4 Visually assess delivered logs and direct/move to appropriate location for further processing or stacking
5. Carry out machine operator maintenance	5.1 Follow equipment lock-out procedures in line with workplace health and safety requirements and site procedures 5.2 Conduct visual inspection and fault finding procedures in line with manufacturers' recommendations and site procedures 5.3 Conduct routine operational servicing to maintain optimum operational performance of equipment 5.4 Diagnose faults, malfunctions or problems with equipment and report in line with site procedures 5.5 Clean and store equipment, attachments and other ancillary equipment 5.6 Record and report mechanical processor operation results in line with site procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria

Skill	Description
Reading	• read and understand production plans and site safety and environmental management plans in a forest harvesting environment • read and understand standard operating procedures and/or manufacturers' instructions for the operation of forest harvesting machinery

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Skill	Description
Writing	• record operation, production and machine maintenance on paper based or electronic media
Oral Communication	• interact verbally and non-verbally using agreed systems and processes to communicate with others on site to ensure safe and effective machine operations • use appropriate vocabulary including technical language directly relevant to role
Numeracy	• interpret gauges relevant to safe operation of harvesting machinery • determine construction of stable log stack • estimate the weight of logs to determine loading requirements and compliance to machine specifications
Navigate the world of work	• understand main tasks, responsibilities and boundaries of own role
Interact with others	• use modes of communication suitable to purpose to confirm and clarify understanding • communicate and report operational and safety information to on-site personnel
Get the work done	• recognise and respond to routine problems • plan and organise own work activities and resources

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FWPHAR3210 Conduct mechanical processor operations Release 2	FWPHAR3210 Conduct mechanical processor operations Release 1	Minor additions to the foundation skills, with no other changes.	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPHAR3210 Conduct mechanical processor operations

Modification History

Release	Comment
Release 2	This version released with FWP Forest and Wood Products Training Package Version 3.0.
Release 1	This version released with FWP Forest and Wood Products Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency must satisfy all the elements and performance criteria of this unit. There must be evidence that, on at least one occasion, the individual has:

- planned, prepared and safely and effectively operated a mechanical processor to process trees mechanically, segregate and stack logs
- followed work order for conducting mechanical processing
- operated mechanical processor safely and effectively within equipment capabilities and limitations
- adjusted operating techniques in response to site conditions
- maintained log stacks with consideration given to providing for anticipated stock levels, stock rotation requirements, size, segregation of lengths, species, grades
- visually assessed delivered logs for characteristics including species type, diameter, length and grade and direct to additional locations for further processing and stacking
- monitored trees for unexpected characteristics that may cause danger and referred to appropriate personnel
- established communication with other personnel and monitored their movements to maintain safety on site
- conducted pre and post operational checks, routine cleaning and operational servicing of equipment.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- information and requirements contained in a work order, production plan and site safety and environmental management plans
- health and operational hazards or risks related to mechanical processor operations and factors that can change or introduce new hazards

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- industry-accepted work health and safety risk control measures, legal obligations of the current Work Health and Safety Acts or Occupational Health and Safety Acts and regulations, and requirements of industry standards and/or codes of practice for mechanical processor operations as outlined in workplace procedures and production plan
- industry-accepted warning signs, their correct positioning, vehicle-to-vehicle communication systems and procedures to maintain communication and work safety during mechanical processor operations
- required emergency response procedure including firefighting resources and emergency response
- potential impacts of mechanical processor operations on onsite and offsite environmental values including cultural heritage, flora, fauna, ground compaction, water contamination and soil erosion
- industry-accepted environmental control measures, environmental restrictions, legal obligations of the current Environment Protection Acts and regulations and requirements of industry standards and/or codes of practice for mechanical processor operations as outlined in workplace procedures and production plan
- tree shapes, species, quality characteristics and log defects particular to the site and production system
- effects of weather on ground conditions
- effects of slope and terrain conditions on machine stability and operation
- operational procedures and checks including start-up and shut-down procedures
- operating and maintaining machine, attachments and ancillary equipment in line with manufacturers' instructions
- industry-accepted reporting requirements regarding site, incident and hazard, personal reporting, check-in, production, machine maintenance and block completion.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a log landing site or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - wheeled or tracked mechanical processor
  - personal protective equipment
- specifications:
  - access to workplace policies and procedures which cover current Work Health and Safety Acts or Occupational Health and Safety Acts, regulations and related industry standards and codes of practice applicable to forest harvesting operations
  - access to workplace policies and procedures which cover current Environment Protection Acts, regulations and related industry standards and codes of practice applicable to forest harvesting operations
  - access to workplace policies and procedures for operating a mechanical processor
  - access to site emergency procedure

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- log sheets for recording measurement and operation

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPHAR3213 Conduct mechanically assisted tree falling operations

Modification History

Release	Comment
1	Replaces equivalent unit FPIHAR3213B Conduct mechanically assisted tree falling operations, which was first released with FPI11 Forest and Forest Products Training Package Version 1. This is the first release of this unit in the new standards format.

Application

This unit of competency describes the outcomes required to use machinery, winches and cables to push or pull trees away from their natural direction of fall.

The unit applies to those conducting mechanically assisted tree falling operations in a forest or farm forest environment.

Licensing, legislative, regulatory or certification requirements apply to this unit in some state and territories at the time of publication, and may differ according to jurisdiction.

Pre-requisite Unit

Nil

Unit Sector

Harvesting and Haulage

Elements and Performance Criteria

Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.*
1. Prepare for tree pushing or pulling	1.1 Review work plan and clarify with appropriate personnel. 1.2 Identify type and quantity of trees to be pushed or pulled and assess for safe working conditions. 1.3 Select appropriate cutting equipment and pushing or pulling

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	equipment for work and check for operational effectiveness.
2. Assess and plan tree pushing or pulling	2.1 Plan tree pushing or pulling activities are in line with site procedures, taking into consideration environmental requirements and conditions. 2.2 Assess tree location and stability for conditions likely to affect safety of tree pushing or pulling activities. 2.3 Visually assess tree for defects, grade and recovery status. 2.4 Mark trees too dangerous to be felled safely refer to appropriate personnel. 2.5 Clear growth around tree and clear either manually or mechanically. 2.6 Plan cutting sequence to control direction of the fall and minimise damage to the tree, hang ups and surrounding environment. 2.7 Plan and clear an escape route. 2.8 Establish and maintain communication with other personnel to ensure safety.
3. Push or pull trees	3.1 Pre start-up checks are carried out on equipment in line with site requirements. 3.2 Monitor movement and whereabouts of other personnel to ensure safety. 3.3 Remove and clear leaders in line with the tree pushing or pulling plan. 3.4 Unexpected characteristics of a tree are diagnosed and planning is reviewed. 3.5 Secure and tension winches, cables or machinery and make scarf cut in line with planned falling direction and safety requirements. 3.6 Make appropriate cuts below the scarf cut to assist the fall angle of the tree. 3.7 Use planned escape route once the tree begins to fall. 3.8 Monitor movement of the tree on the ground until stable and immediately flag and clear trees that hang up. 3.9 Clear the work site of refuse created by tree falling, following workplace guidelines, safe waste disposal and environmental care requirements.
4. Conduct operator maintenance	4.1 Inspect condition of tools and equipment on completion of felling activities. 4.2 Identify blunt or damaged chain or equipment for repair or replacement.

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	4.3 Remove, sharpen, maintain, adjust and refit chain and other components in line with manufacturer's recommendations. 4.4 Follow equipment lock-out procedures in line with safety and site procedures. 4.5 Record and report tree pushing or pulling activities and maintenance information according to workplace procedures.

Foundation Skills

This section describes those core and employment skills that are essential to performance and are not explicit in the performance criteria.	
Numeracy skills to:	• determine the cutting sequence and the direction of fall to minimise damage on surrounding environment.
Communication skills to:	• interact verbally and non-verbally using hand signals and agreed gestures with others on site to ensure safe tree felling operations.
Reading skills to:	• interpret site requirements, environmental information and manufacturer’s instructions.
Writing skills to:	• complete log book requirements, maintenance records.
Problem solving skills to:	• identify problems and equipment faults and select treatments.

Range of Conditions

Not Applicable

Unit Mapping Information

FPIHAR3213B Conduct mechanically assisted tree falling operations

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPHAR3213 Conduct mechanically assisted tree falling operations

Modification History

Release	Comment
1	Replaces equivalent unit FPIHAR3213B Conduct mechanically assisted tree falling operations, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format. Assessment requirements now specify the performance and knowledge evidence, as well as assessment conditions for this unit of competency. These sections simplify and replace components used in the previous unit format, including Required Skills and Knowledge, Evidence Guide and Range Statement.

Performance Evidence

- A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit. If a specific volume or frequency is not stated below, then evidence must be provided that the following requirements have been performed on at least one occasion:
- prepare, plan, carry out mechanically assisted pushing and pulling operations to fall trees
- assess site and tree conditions and plan to work safely
- follow work plan for conducting mechanically assisted tree felling operations
- use cutting equipment safely including saws and chainsaws along with procedures for chainsaw lock-out
- use pulling or pushing equipment safely including excavators, winches and grabs
- plan cutting sequence to control the direction that trees fall and minimise damage to tree, equipment and surrounding environment
- establish communication with other personnel and monitor their movements to maintain safety on site
- use and maintain pushing and pulling tools, machinery and equipment
- conduct operator maintenance on a chainsaw.

Knowledge Evidence

A person competent in this unit must be able to demonstrate knowledge of:

- workplace requirements and site standards for carrying out mechanically assisted tree falling operations
- environmental protection requirements
- operational procedures and checks including start-up and shut-down procedures

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- established communication channels and protocols to maintain safety
- tree pushing and pulling methods
- processes for managing risks and hazards associated with tree falling operations
- knowledge of defects in trees that can effect processing and cause risk
- chainsaw operation, cutting sequences and safety
- chainsaw chain and tree pushing or pulling equipment condition assessment and maintenance
- workplace health and safety requirements, fire protocols and emergency evacuation procedures.

Assessment Conditions

The following resources must be made available:

- machinery, winches and cables to push or pull trees
- site with trees that can be felled away from their natural direction of fall
- work order, workplace requirements and site standards for conducting mechanically assisted tree falling operations
- personal protective equipment for conducting mechanically assisted tree felling operations including:
  - safety helmet
  - safety gloves
  - protective footwear
  - eye protection
  - hearing protection
  - high visibility clothing
  - leg protection (trousers or chaps)

Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting.

Assessor requirements

Assessors must:

- hold the appropriate assessor competency standards as outlined in regulations; and
- be able to demonstrate vocational competencies at least to the level being assessed; and
- be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and assessor competence.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPHAR3223 Use on-board computer systems for single grip harvester

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 3.0.

Application

This unit of competency describes the skills and knowledge required to use on-board computer technology and software for single grip harvesters, to achieve maximum value recovery in a commercial forest harvesting environment.

The unit applies to individuals who work as harvester operators. Operators generally work under broad direction to complete routine activities related to harvesting operations and take responsibility for their work.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Harvesting (HAR)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Start up and shut down the on-board computer	1.1 Start up the on-board computer and respond to display prompts by pressing the appropriate buttons 1.2 Edit settings in the setting mode to update information about site identifier (ID) fields, operator and the start and end of a shift

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.3 Use mouse buttons and keyboard to shut down the measurement system and computer 1.4 Identify on window screen that Global Positioning System (GPS) is active, to ensure it runs correctly during the operation, and report faults to appropriate personnel in line with workplace procedures
2. Reload or create a felling site file	2.1 Find existing felling site file by using the software menu and sub-menus to reload and activate cutting instruction files 2.2 Create a new felling site file when moving machine to a new site by loading a new cutting instruction file from a data storage device or computer hard drive and following display prompts to add site information and turn on settings for quality grade buttons 2.3 Assign quality grade to buttons on the joystick keypad 2.4 Open and edit cutting instruction file to adjust parameters on length and diameter, when instructed to by the forest management company 2.5 Review cutting instruction file and settings and report any identified error
3. Process trees using on-board computer system	3.1 Check that correct cutting instruction file is uploaded at the start of harvesting at an existing or a new felling site 3.2 Use appropriate methods to reset the harvesting head length counter to prevent loss of log volume or value 3.3 Upload, edit and save harvester settings and parameters for feeding and sawing by using the software's menus, files and fields 3.4 Select and use harvester controls and quality buttons and apply knowledge of species and quality characteristics, to process trees into the highest value combination, in line with the log cutting instructions 3.5 Override on-board computer settings, as necessary, to produce length results based on actual stem quality and potential or actual damage 3.6 Use on-board computer settings to adjust and monitor grapple or delimb arm pressures 3.7 Adjust the settings of diameter potentiometer or encoder, by using the software's diagnostic menu 3.8 Conduct accurate calibrations of harvesting heads as required by the forest management company to ensure that processed logs are

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	within permissible error limits
4. Conduct quality control audits	4.1 Conduct technical inspections on harvesting heads to check for wear and faults of measuring mechanisms and take corrective measures 4.2 Conduct length and diameter accuracy checks in line with the frequency outlined in manufacturers' manual or prescribed by the forest management company and by using standard or electronic equipment to verify processed logs against cutting instructions and remediate errors
5. Store, access and retrieve production and calibration data	5.1 Save production and calibration files on a data storage device by using the software menu, sub-menus and display prompts 5.2 Transfer files between computers or via mobile devices and applications in line with workplace procedures and within required timeframes 5.3 Discuss and resolve data and file matters with appropriate personnel in line with workplace procedures 5.4 Identify and report faults and errors related to the on-board computer system in line with workplace procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• read user manual for machine’s on-board computer system
Writing	• record log length and diameter measurements
Oral Communication	• interact verbally and non-verbally with technical personnel using communication means to remediate errors or resolve matters about electronic files and data • use appropriate vocabulary including technical language directly relevant to role
Numeracy	• interpret file variables including length, diameter and product

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Skill	Description
	quality • apply methods to measure log length and diameters • interpret instruments and data recording equipment
Navigate the world of work	• understand main tasks, responsibilities and boundaries of own role
Interact with others	• communicate and report operational task and safety information to relevant personnel • participate in conversations relevant to role by responding and explaining as required
Get the work done	• recognise and respond to routine problems • plan and organise own work activities and resources

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FWPHAR3223 Use on-board computer systems for single grip harvester	Nil	New unit	No equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPHAR3223 Use on-board computer systems for single grip harvester

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 3.0.

Performance Evidence

An individual demonstrating competency must satisfy all the elements and performance criteria of this unit. There must be evidence that, on at least one occasion, the individual has:

- used on-board computer system to process and mark logs safely and effectively in line with the log cutting instructions
- reloaded and/or created a felling site file in the cutting instruction file
- assigned log grades to buttons on the joystick keypad
- reset the harvesting head length counter
- uploaded, edited and saved harvester settings and parameters for feeding and sawing
- adjusted settings and monitored grapple or delimb arm pressures
- edited the diameter potentiometer' settings
- applied knowledge of species and quality characteristics to process trees and overridden the on-board computer settings to process trees into the highest value combination
- conducted accurate calibrations of harvesting heads
- conducted length and diameter accuracy checks of processed logs against cutting instructions
- saved production files on a data storage device and transferred files either manually or via mobile devices.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- methods to correctly turn on/off the on-board computer system
- using the on-board computer keyboard and mouse or touchscreen
- navigating on-board computer menus, sub-menus and fields using cutting instructions, calibration and production files
- loading new cutting instruction files and reloading inactive files
- fields and data inputs required to start a processing operation
- editing cutting instruction file and restrictions

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- saving production, control measurement and calibration files and transferring files using a data storage system or via mobile app
- fields and information contained in the cutting instruction file including matrix displays, maximum damage and minimum quality allowances for log grades and bark function
- values in the price matrix and how they affect the performance of the cutting instruction file
- computer methods to adjust feed performance, feed ramping, grapple or delimb arm pressures and diameter potentiometer
- harvesting head settings
- settings to program quality grade buttons on the joystick keypad
- using harvester's controls and quality buttons correctly
- methods to override the computer and limitations or restrictions as prescribed by forest management company to prevent issues with the software and the machine
- length and diameter measuring system fitted on harvesting heads
- on-board computer methods to calculate a diameter at a given distance along the stem
- methods for calibrating the measuring system of harvesting head for length and diameter
- signs of wear and faults to harvester head mechanisms
- effects of worn mechanical linkages on the length and diameter measuring mechanisms
- methods to conduct and record length and diameter accuracy checks and frequency of measurements
- methods for calibrating and verifying measuring tools for length and diameter including tapes and callipers
- causes of manual and mechanical length and diameter measurement error
- methods to reset the harvesting head's length counter
- methods to identify faults related to the on-board computer system and GPS.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a logging site or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - single grip harvester equipped with on-board computer system and GPS
  - standard and digital measuring tools for calibration
  - data storage system or mobile system/app for the purpose of saving and transferring production files
  - personal protective equipment required in harvesting operations
- specifications:
  - access to user manual for on-board computer system
  - access to sample cutting instruction, calibration and production files

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Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPHAR3224 Operate crawler tractor

Modification History

Release	Comments
Release 2	This version released with FWP Forest and Wood Products Training Package Version 4.0.
Release 1	This version released with FWP Forest and Wood Products Training Package Version 3.0.

Application

This unit of competency describes the skills and knowledge required to operate a crawler tractor for log production and use optimised production processes in a commercial forest harvesting environment. The main job functions are to move stems and/or logs from felling site to roadside or landing area. Other functions include product segregation, stacking, and removal of slash. Activities are to be conducted safely and effectively.

The unit applies to individuals who work as crawler tractor operators in small or larger harvesting crews. Operators generally work under broad direction to complete routine activities related to crawler tractor operations and take responsibility for their work.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Harvesting (HAR)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Plan and prepare to	1.1 Review production plan, confirm its targets for felling and processing and assess wood flow requirements to ensure efficient

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
operate a crawler tractor	machine operation and overall productivity 1.2 Confirm type, size and quantity of stems and/or logs to be moved with crawler tractor to ensure that loads and machine are in line with safe working load requirements and industry standards for operations 1.3 Confirm, identify and report health, safety, environmental and heritage risks of operation, in line with standard operating procedures and site safety and environmental management plans 1.4 Apply risk control measures in line with standard operating procedures, site operational plan, legislative requirements and industry standards to eliminate or minimise risks 1.5 Identify emergency plan procedures to follow in the event of an emergency 1.6 Use production plan to identify location of extraction routes, entry points and directions to the landing for efficient extraction of logs and minimum interference with other forestry operations 1.7 Assess terrain characteristics to establish machine stability 1.8 Carry out pre-operational checks on machine in line with workplace procedures or manufacturers' recommendations to ensure optimal production performance and operational effectiveness
2. Operate crawler tractor	2.1 Use industry-accepted warning signs, vehicle-to-vehicle communication systems and procedures to maintain communication and workplace safety during operation 2.2 Select products, stems and/or logs or slash to be moved based on their position, location and size 2.3 Position crawler tractor for stability and safe access to products or slash by adjusting the technique in response to terrain conditions 2.4 Carry out hooking-on and winching techniques or use cabin controls to grapple products or slash avoiding damage to the products in line with the production plan requirements 2.5 Drive the machine to move products or slash to the roadside or landing area to achieve optimum efficiency and minimise breakage and damage to products, standing trees and surrounding environment in line with the production plan requirements 2.6 Unhook and position or construct stacks of stems, logs or slash at the roadside or landing area to avoid product damage, provide stability, restrict height for efficient extraction and facilitate safe access and conduct of other landing and equipment operations in line

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	with worksite layout and production plan requirements 2.7 Recover all merchantable product or slash from site in line with the production plan requirements
3. Carry out machine operator maintenance	3.1 Park, shut-down, de-energise and isolate crawler tractor in line with workplace procedures or manufacturers' recommendations 3.2 Clean, check and carry out routine maintenance activities on crawler tractor and equipment to maintain optimum operational performance 3.3 Identify and report machine faults, malfunctions or problems in line with workplace procedures or manufacturers' recommendations 3.4 Clean work area of all debris and waste resulting from crawler tractor operation and dispose of or recycle waste materials in line with site environmental management plan 3.5 Record crawler tractor operations and maintenance activities

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Read production plans, site safety and environmental management plans in a forest harvesting environment • Read standard operating procedures and/or manufacturers' instructions for the operation of forest harvesting machinery
Writing	• Record operation, production and machine maintenance on paper based or electronic media
Oral Communication	• Interact verbally and non-verbally using agreed systems and processes to communicate with others on site to ensure safe and effective machine operations • Use appropriate vocabulary including technical language directly relevant to role
Numeracy	• Interpret gauges relevant to safe operation of harvesting machinery • Determine construction of stable log stack • Estimate the weight of logs to determine loading requirements and

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Skill	Description
	compliance to machine specifications
Navigate the world of work	• Understand main tasks, responsibilities and boundaries of own role
Interact with others	• Use modes of communication suitable to purpose to confirm and clarify understanding • Communicate and report operational and safety information to on-site personnel
Get the work done	• Recognise and respond to routine problems • Plan and organise own work activities and resources

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FWPHAR3224 Operate crawler tractor Release 2	FWPHAR3224 Operate crawler tractor Release 1	Amended typographical error in Application	Equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPHAR3224 Operate crawler tractor

Modification History

Release	Comments
Release 2	This version released with FWP Forest and Wood Products Training Package Version 4.0.
Release 1	This version released with FWP Forest and Wood Products Training Package Version 3.0.

Performance Evidence

An individual demonstrating competency must satisfy all the elements and performance criteria of this unit. There must be evidence that, on at least one occasion, the individual has:

- planned, prepared and safely and effectively operated a crawler tractor to move products and/or slash in line with a production plan
- checked risks associated with the operation and applied standard operating procedures
- followed production plan requirements and site safety and environmental management plan
- determined suitability and stability of crawler tractor for operation and safe working load limits by considering machine and equipment specifications, terrain characteristics and type and size of stems and/or logs to be moved
- adjusted machine driving and positioning technique in response to terrain conditions
- applied machine manipulation techniques to move products and/or slash and minimise damage to products, machine and surrounding environment in line with the production plan requirements
- placed and stacked products for efficient extraction in line with the production plan requirements
- communicated effectively with others in the work area
- shut down, de-energised and isolated machine in line with workplace procedures and operator’s manual
- carried out routine maintenance on crawler tractor parts.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- information and requirements contained in a production plan and site safety and environmental management plans

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- hazardous or safe working zones in forest harvesting operations
- health and operational hazards or risks related to crawler tractor operations and factors that can change or introduce new hazards
- industry-accepted work health and safety risk control measures, legal obligations of the current Work Health and Safety Acts or Occupational Health and Safety Acts and regulations, and requirements of industry standards and/or codes of practice for crawler tractor operations as outlined in workplace procedures and production plan
- industry-accepted warning signs, their correct positioning, vehicle-to-vehicle communication systems and procedures to maintain communication and work safety during crawler tractor operations
- required emergency response procedure including firefighting resources and emergency response
- potential impacts of crawler tractor operations on onsite and offsite environmental values including cultural heritage, flora, fauna, ground compaction, water contamination and soil erosion
- industry-accepted environmental control measures, environmental restrictions, legal obligations of the current Environment Protection Acts and regulations and requirements of industry standards and/or codes of practice for crawler tractor operations as outlined in workplace procedures and production plan
- landings usage
- typical location of loading and/or landing site
- tree felling patterns
- extraction methods
- wood flow requirements and extraction and production bottlenecks particular to a production system
- techniques particular to a production system to avoid mechanical damage to stems and logs during moving and stacking; position and stack logs for efficient extraction
- effects of weather on ground conditions
- effects of slope and terrain conditions on crawler tractor stability and operation
- machine specifications, restrictions, applications and safe operating procedures, including stability and operation in different terrain conditions, slopes and road types and methods to shut down, de-energise and isolate the machine as outlined in workplace procedures or operator’s manual
- using machine cabin controls
- techniques for safe and efficient driving of crawler tractor
- methods to conduct machine pre-operational checks and detect faults as outlined in workplace procedures or operator’s manual
- location of machine’s major mechanical systems and parts of the machine in which energy is stored as outlined in operator manuals for safe and efficient conduct of the machine operator maintenance tasks
- machine maintenance and servicing requirements as outlined in user and operator manuals
- industry-accepted reporting requirements regarding site, incident and hazard, personal reporting, check-in, production, machine maintenance and block completion.

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Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a forest harvesting site or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - crawler tractor
  - suitable stems/logs and/or slash to be moved
  - personal protective equipment required in harvesting operations
  - vehicle-to-vehicle communication system
- specifications:
  - access to workplace policies and procedures which cover current Work Health and Safety Acts or Occupation Health and Safety Acts, regulations and related industry standards and codes of practice applicable to forest harvesting operations
  - access to workplace policies and procedures which cover current Environment Protection Acts, regulations and related industry standards and codes of practice applicable to forest harvesting operations
  - access to production plan and site safety and environmental management plans
  - access to site emergency procedure
  - access to workplace standard operating procedures for single grip harvester or operator’s manual
  - access to user manual for vehicle-to-vehicle communication system

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPHAR3225 Operate excavator with log grapple

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 3.0.

Application

This unit of competency describes the skills and knowledge required to operate an excavator with log grapple for log production and use optimised production processes in a commercial forest harvesting environment. The main job functions are to load logs on trucks and/or sort log stacks at roadside or landing area for transportation. Other functions include slash removal. Activities are to be conducted safely and efficiently.

The unit applies to individuals who work as excavator with log grapple operators in small or larger harvesting crews. Operators generally work under broad direction to complete routine activities related to crawler tractor operations and take responsibility for their work.

This unit does not apply to excavator operations that undertake dogging, rigging and/or scaffolding work.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Harvesting (HAR)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Plan and prepare to operate an excavator	1.1 Review production plan, confirm its targets for felling and processing and assess wood flow requirements to ensure efficient

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
with log grapple	machine operations and overall productivity 1.2 Confirm type, size and quantity of logs or slash to be grappled, to ensure that loads and machine are in line with safe working requirements and industry standards for operations 1.3 Confirm, identify and report health, safety, environmental and heritage risks of operation in line with standard operating procedures and site safety and environmental management plans 1.4 Apply risk control measures in line with standard operating procedures, site operational plan, legislative requirements and industry standards to eliminate or minimise risks 1.5 Identify emergency plan procedures to follow in the event of an emergency 1.6 Use production plan to identify layout of landing or roadside area and access to logs for efficient process and minimum interference with other forestry operations 1.7 Assess terrain characteristics to establish machine stability 1.8 Carry out pre-operational checks on machine to ensure optimal production performance and operational effectiveness in line with workplace procedures or manufacturers' recommendations
2. Operate excavator with log grapple to load log trucks and/or sort log stacks	2.1 Use industry-accepted warning signs, vehicle-to-vehicle communication systems and procedures to maintain communication and workplace safety during operation 2.2 Position excavator with log grapple for stability and safe access to logs by adjusting the technique in response to terrain conditions 2.3 Use machine cabin controls to grapple bunches of logs / slash and load trucks and/or sort stacks and ensure bunch size is suited to the log grapple capacity and terrain conditions 2.4 Systematically load trucks and/or construct log/slash stacks using handling techniques to avoid log damage and ensure safety and stability of truck and/or stacks 2.5 Use appropriate techniques to maintain log product separation in the truck when multiple product grades are loaded or in line with the production plan requirements 2.6 Drive the machine and manoeuvre log grapple safely and efficiently to avoid logs, machine and environmental damage 2.7 Ensure all merchantable product and/or slash from the site is

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	loaded or sorted in line with the production plan requirements
3. Segregate and stack stems and/or logs	3.1 Visually assess and measure products for size, species and quality characteristics at the felling site and during stacking at the roadside or landing bay to ensure they are placed in the appropriate stack and in line with the production plan requirements 3.2 Mark and report logs that cannot be clearly and safely assessed in line with the production plan requirements 3.3 Position and construct stacks of stems or logs to avoid product damage, provide stability, restrict height for efficient extraction and facilitate safe access and conduct of other landing and machine operation in line with worksite layout and production plan requirements 3.4 Maintain stack separation and identification to ensure products are correctly presented on roadside and/or landing bay for an optimum transport and logistics cycle time in line with industry standards and production plan requirements 3.5 Clean area of all debris resulting from excavator with log grapple operation, in line with resource management policies
4. Carry out machine operator maintenance	4.1 Park, shut-down, de-energise and isolate excavator with log grapple in line with workplace procedures or manufacturers' recommendations 4.2 Clean, check and carry out routine maintenance tasks on excavator with log grapple to maintain optimum operational performance 4.3 Identify and report machine faults, malfunctions or problems in line with workplace procedures or manufacturers' recommendations 4.4 Clean work area and dispose of or recycle waste materials in line with site environmental management plan 4.5 Record excavator with log grapple operations and maintenance activities

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

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Skill	Description
Reading	• read production plans, site safety and environmental management plans in a forest harvesting environment • read standard operating procedures and/or manufacturers' instructions for the operation of forest harvesting machinery
Writing	• record operation, production and machine maintenance on paper based or electronic media
Oral Communication	• interact verbally and non-verbally using agreed systems and processes to communicate with others on site to ensure safe and effective machine operations • use appropriate vocabulary including technical language directly relevant to role
Numeracy	• interpret gauges relevant to safe operation of harvesting machinery • determine construction of stable log stack • estimate the weight of logs to determine loading requirements and compliance to machine specifications
Navigate the world of work	• understand main tasks, responsibilities and boundaries of own role
Interact with others	• use modes of communication suitable to purpose to confirm and clarify understanding • communicate and report operational and safety information to on-site personnel
Get the work done	• recognise and respond to routine problems • plan and organise own work activities and resources

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FWPHAR3225 Operate excavator with log grapple	FWPHAR3219 Conduct excavator operations with grabs	Significant changes to reflect industry requirements for a safe, appropriate and efficient operation, including product quality. A new element and new PCs were added, most PCs were edited and PE and KE increased in content to	No equivalent unit

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Code and title current version	Code and title previous version	Comments	Equivalence status
		map against the revised PCs. Additional foundation skills identified. Code and title change for consistency with industry terminology and other machine operation units.	

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPHAR3225 Operate excavator with log grapple

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 3.0.

Performance Evidence

An individual demonstrating competency must satisfy all the elements and performance criteria of this unit. There must be evidence that, on at least one occasion, the individual has:

- planned, prepared and safely and effectively operated an excavator with log grapple, to load logs/slash on trucks and/or sort and stack logs in line with a production plan
- checked risks associated with the operation and applied standard operating procedure
- followed production plan requirements and site safety and environmental management plan
- determined suitability and stability of the machine for operation by considering machine specifications, terrain characteristics and type and size of logs to be grappled
- adjusted machine positioning technique in response to terrain conditions
- demonstrated knowledge of log species, quality characteristics and defects in line with the production plan requirements
- applied machine techniques to drive, grapple, load and/or stack logs or slash and minimise damage to products, machine and surrounding environment in line with the production plan requirements
- placed, stacked and presented products for efficient transportation and identification in line with the production plan requirements
- communicated effectively with others in the work area
- shut down, de-energised and isolated machine in line with workplace procedures and operator’s manual
- carried out routine maintenance on the machine.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- information and requirements contained in a production plan and site safety and environmental management plans
- hazardous or safe working zones in forest harvesting operations

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- health and operational hazards or risks related to excavator with log grapple and factors that can change or introduce new hazards
- industry-accepted work health and safety risk control measures, legal obligations of the current Work Health and Safety Acts or Occupational Health and Safety Acts and regulations and requirements of industry standards and/or codes of practice for excavator with log grapple operations as outlined in workplace procedures and production plan
- industry-accepted warning signs, their correct positioning, vehicle-to-vehicle communication systems and procedures to maintain communication and work safety during operations
- required emergency response procedure, including firefighting resources and emergency response
- potential impact of excavator with log grapple operations on onsite and offsite environmental values including cultural heritage, flora, fauna, ground compaction, water contamination and soil erosion
- industry-accepted environmental control measures, restrictions, legal obligations of the current Environment Protection Acts and regulations and requirements of industry standards and/or codes of practice for excavator with log grapple operations as outlined in workplace procedures and production plan
- landings usage
- wood flow requirements and extraction and production bottlenecks particular to a production system
- log species, quality characteristics and defects particular to the site and production system
- regional quality requirements for log products with particular end uses, markets, and values
- maximum log damage or defect and minimum quality allowances particular to a production system
- techniques particular to a production system to avoid mechanical damage to logs during grappling, loading and stacking; separate and present logs for efficient transportation and identification of the product
- effects of weather on ground conditions
- effects of terrain conditions on machine stability and operation
- machine specifications, restrictions and safe operating procedures, including stability and operation in different terrain conditions, slopes and road types and methods to shut down, de-energise and isolate the machine as outlined in workplace procedures or operator's manual
- using machine cabin controls
- techniques for safe and efficient driving of the machine during operation
- methods to conduct machine pre-operational checks and detect faults as outlined in workplace procedures or operator's manual
- location of machine's major mechanical systems and parts of the machine in which energy is stored as outlined in operator manuals for safe and efficient conduct of the machine operator maintenance tasks
- machine maintenance and servicing requirements, as outlined in workplace procedures or operator's manual

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- industry-accepted reporting requirements regarding site, incident and hazard, personal reporting, check-in, production, machine maintenance and block completion.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a forest harvesting site or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - excavator with log grapple
  - logs/slash for loading and/or segregation and stacking
  - personal protective equipment required in harvesting operations
  - vehicle-to-vehicle communication system
- specifications:
  - access to workplace policies and procedures which cover current Work Health and Safety Acts or Occupation Health and Safety Acts, regulations and related industry standards and codes of practice applicable to forest harvesting operations
  - access to workplace policies and procedures which cover current Environment Protection Acts, regulations and related industry standards and codes of practice applicable to forest harvesting operations
  - access to production plan, site operational plan and safety and environmental management plans
  - access to site emergency procedure
  - access to workplace standard operating procedures for excavator with log grapple or operator's manual
  - access to user manual for vehicle-to-vehicle communication unit

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPHAR3226 Operate feller buncher

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 3.0.

Application

This unit of competency describes the skills and knowledge required to operate a feller buncher for log production and use optimised production processes in a commercial forest harvesting environment. The main job functions are to fell trees and pre-bunch stems for further processing. Activities are to be conducted safely and to ensure optimal harvesting production.

The unit applies to individuals who work as feller buncher operators in small or larger harvesting crews. Operators generally work under broad direction to complete routine activities related to harvesting operations and take responsibility for their work.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Competency Field

Nil

Unit Sector

Harvesting (HAR)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Plan and prepare to operate a feller buncher	1.1 Review production plan, confirm its targets for felling and processing and assess wood flow requirements to ensure efficient machine operation and overall productivity 1.2 Confirm, identify and report health, safety, environmental and

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	heritage risks of operation in line with standard operating procedures and site safety and environmental management plans 1.3 Apply risk control measures in line with standard operating procedures, site operational plan, legislative requirements and industry standards to eliminate or minimise risks 1.4 Identify emergency plan procedures to follow in the event of an emergency 1.5 Use production plans to identify entry points to the coupe, access to trees, extraction routes and directions to landings to facilitate an efficient process and minimise interference with other forestry operations 1.6 Check work area to ensure there is appropriate space to safely manoeuvre both the machine and stems 1.7 Identify cutting sequence and felling directions to minimise damage to the trees and the surrounding environment in line with the production plan 1.8 Carry out pre-operational checks on machine and cutting head attachment in line with workplace procedures or manufacturers' recommendations to ensure optimal production performance and operational effectiveness
2. Operate feller buncher	2.1 Use industry-accepted warning signs, vehicle-to-vehicle communication systems and procedures to maintain communication and workplace safety during operation 2.2 Assess individual trees to determine the best machine position, fall direction, hazards, placement of cuts and tree quality grade 2.3 Drive and position the machine and felling head in response to tree characteristics and terrain conditions to ensure stability 2.4 Use cabin controls to clamp and cut stems in line with cutting instructions and/or production plan and value recovery requirements 2.5 Adjust clamping and cutting techniques in response to unexpected characteristics, movement or condition of tree 2.6 Use controlled manipulation of equipment to free tree hang ups while ensuring safety and minimising damage to the trees, the machine and the environment 2.7 Place stems at pre-bunching site and ensure minimal damage to stems and surrounding environment 2.8 Move machine over pre-arranged routes to eliminate or minimise

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	environmental impact
3. Segregate and stack stems	3.1 Visually assess stems for size species and quality characteristics during stacking at the pre-bunching site to ensure they are placed in the appropriate stack for transport and further processing in line with the production plan requirements 3.2 Position and pre-bunch stems to avoid stem damage, provide stability, restrict height for efficient extraction and allow space for the conduct of other operations in line with worksite layout and production plan requirements 3.3 Maintain stack separation and identification to ensure products are presented for optimum transport and logistics cycle time in line with industry standards and production plan requirements
4 Carry out machine operator maintenance	4.1 Park, shut-down, de-energise and isolate feller buncher in line with workplace procedures or manufacturers' recommendations 4.2 Clean, check and carry out routine maintenance tasks on feller buncher to maintain optimum performance 4.3 Inspect the machine and cutting head attachment for signs of damage and report faults, malfunctions or problems in line with workplace procedures and manufacturers' recommendations 4.4 Clean work area and dispose of or recycle waste materials in line with site environmental management plan 4.5 Record feller buncher operations and maintenance activities

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• read production plans, site safety and environmental management plans in a forest harvesting environment • read standard operating procedures and/or manufacturers' instructions for the operation of forest harvesting machinery
Writing	• record operation, production and machine maintenance on paper

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Skill	Description
	based or electronic media
Oral Communication	• interact verbally and non-verbally using agreed systems and processes to communicate with others on site to ensure safe and effective machine operations • use appropriate vocabulary including technical language directly relevant to role
Numeracy	• interpret gauges relevant to safe operation of harvesting machinery
Navigate the world of work	• understand main tasks, responsibilities and boundaries of own role
Interact with others	• use modes of communication suitable to purpose to confirm and clarify understanding • communicate and report operational and safety information to on-site personnel
Get the work done	• recognise and respond to routine problems • plan and organise own work activities and resources

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FWPHAR3226 Operate feller buncher	FWPHAR3207 Conduct feller buncher operations	Significant changes to reflect industry requirements for a safe appropriate and efficient operation, including value recovery and product quality. A new element and new PCs were added, most PCs were edited and PE and KE increased in content to map against the revised PCs. Additional foundation skills identified. Code and title change for consistency with other machine	No equivalent unit

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Code and title current version	Code and title previous version	Comments	Equivalence status
		operation units.	

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPHAR3226 Operate feller buncher

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 3.0.

Performance Evidence

An individual demonstrating competency must satisfy all the elements and performance criteria of this unit. There must be evidence that, on at least one occasion, the individual has:

- planned, prepared and safely and effectively operated a feller buncher to fell trees and pre-bunch stems in line with cutting instructions and/or the production plan and optimum value recovery requirements
- checked risks associated with the operation and applied standard operating procedures
- followed production plan requirements, cutting instructions and site safety and environmental management plan
- planned cutting sequence
- adjusted machine driving and positioning technique in response to tree characteristics and terrain conditions
- applied felling techniques to minimise damage to the stem, standing trees, machine and environment in line with the production plan requirements
- adjusted operating techniques in response to unexpected characteristics, movement or condition of tree
- applied knowledge of tree species, quality characteristics and defects during operation in line with the production plan requirements
- positioned, stacked and presented stems for efficient transportation and identification in line with the production plan requirements
- communicated effectively with others in the work area
- shut down, de-energised and isolated machine in line with workplace procedures and operator’s manual
- carried out routine maintenance on feller buncher.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

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- information and requirements contained in a production plan, cutting instructions and site safety and environmental management plans
- hazardous or safe working zones in forest harvesting operations
- health and operational hazards or risks related to feller buncher operations and factors that can change or introduce new hazards or risks, including characteristics of difficult trees and risks associated with falling them safely
- industry-accepted work health and safety risk control measures, legal obligations of the current Work Health and Safety Acts or Occupational Health and Safety Acts and regulations and requirements of industry standards and/or codes of practice for feller buncher operations as outlined in workplace procedures and production plan
- industry-accepted warning signs, their correct positioning, vehicle-to-vehicle communication systems and procedures to maintain communication and work safety during feller buncher operations
- required emergency response procedure including firefighting resources and emergency response
- potential impacts of feller buncher operations on onsite and offsite environmental values, including cultural heritage, flora, fauna, ground compaction, water contamination and soil erosion
- industry-accepted environmental control measures, environmental restrictions, legal obligations of current Environment Protection Acts and regulations and requirements of industry standards and/or codes of practice for feller buncher operations as outlined in workplace procedures and production plan
- typical location of loading and/or landing site
- extraction methods
- wood flow requirements and extraction and production bottlenecks particular to a production system
- tree species, quality characteristics, shape and defects particular to the site and production system
- regional quality requirements for log products with particular end uses, markets and values
- maximum stump height requirements and methods to achieve maximum stump height in response to unexpected characteristics or condition of the trees and ground level
- maximum stem damage and defect allowance and minimum quality allowance particular to a production system
- techniques particular to a production system to avoid mechanical damage to, or breakage of, stems and standing trees during operation; avoid incorrect or excessive log butting; stack, separate and present logs for efficient transportation and identification of the product
- effects of weather on ground conditions
- effects of slope and terrain conditions on feller buncher stability and operation
- machine specifications, restrictions and safe operating procedures, including stability and operation in different terrain conditions, slopes and road types, chain shot rules, methods to shut down, de-energise and isolate the machine and optimal direction of travel as outlined in workplace procedures or operator’s manual
- using machine cabin controls

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- techniques for safe and efficient driving of feller buncher
- location of machine's major mechanical systems and parts of the machine in which energy is stored as outlined in operator manuals for safe and efficient conduct of the machine operator maintenance tasks
- method to conduct machine and cutting head attachment pre-operational checks and inspections to detect faults as outlined in workplace procedures or operator's manual
- machine maintenance and servicing requirements as outlined workplace procedures or operator's manual
- industry-accepted reporting requirements regarding site, incident and hazard, personal reporting, check-in, production, machine maintenance and block completion.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a forest harvesting site or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - feller buncher
  - suitable trees to fell
  - personal protective equipment required in harvesting operations
  - vehicle-to-vehicle communication system
- specifications:
  - access to workplace policies and procedures which cover current Work Health and Safety Acts or Occupational Health and Safety Acts, regulations and related industry standards and codes of practice applicable to forest harvesting operations
  - access to workplace policies and procedures which cover current Environment Protection Acts, regulations and related industry standards and codes of practice applicable to forest harvesting operations
  - access to production plan, cutting instructions and safety and environmental management plans
  - access to site emergency procedure
  - access to workplace safety procedures for operating single grip harvester or operator's manual
  - access to user manual for vehicle-to-vehicle communication unit.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPHAR3227 Operate forwarder

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 3.0.

Application

This unit of competency describes the skills and knowledge required to operate a forwarder for log production and use optimised production processes in a commercial forest harvesting environment. The main job functions are to load logs at felling or pre-bunching sites, transport and unload logs at a mill or landing area. Activities are to be conducted safely and efficiently.

The unit applies to individuals who work as forwarder operators in small to large harvesting crews. Operators generally work under broad direction to complete routine activities related to forwarding operations and take responsibility for their work.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Harvesting (HAR)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Plan and prepare to operate a forwarder	1.1 Review production plan, confirm its targets for felling and processing and assess wood flow requirements to ensure efficient machine operation and overall productivity 1.2 Confirm type, size and quantity of logs to be moved with

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	forwarder to ensure that the load and the machine are in line with safe working requirements and industry standards for operation 1.3 Confirm, identify and report health, safety, environmental and heritage risks of operation in line with standard operating procedures and site safety and environmental management plans 1.4 Apply risk control measures in line with standard operating procedures, site operational plan, legislative requirements and industry standards to eliminate or minimise risks 1.5 Identify emergency plan procedures to follow in the event of an emergency 1.6 Use production plan to identify entry points to the coupe, extraction routes and directions to the landing or other locations for efficient extraction of logs, minimum environmental impact and interference with other forestry operations 1.7 Assess terrain characteristics to establish machine stability 1.8 Carry out pre-operational checks on machine in line with workplace procedures or manufacturers' recommendations to ensure optimal production performance and operational effectiveness
2. Operate forwarder for loading	2.1 Use industry-accepted warning signs, vehicle-to-vehicle communication systems and procedures to maintain communication and workplace safety during operation 2.2 Drive and position forwarder for stability, safe access to logs and within reach of the crane and adjust the technique in response to terrain conditions 2.3 Use cabin controls to operate the crane to load the rear bunk by aligning and grappling logs to create a stable load 2.4 Systematically load logs into the bunk by using handling techniques to avoid log damage in line with the production plan requirements 2.5 Use techniques to maintain product separation in the bunk when multiple product grades are loaded or in line with the production plan requirements
3. Operate forwarder for transporting and unloading	3.1 Use techniques and appropriate equipment to restrain load in line with positioning and stability requirements for transportation 3.2 Line up the crane behind the forwarder and drive to the mill or landing site efficiently and safely to avoid damage to logs and

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	equipment 3.3 Unload logs into safe and stable stacks at landing area or directly onto a truck 3.4 Recover all merchantable product from site in line with the production plan requirements
4. Segregate and stack logs	4.1 Visually assess logs for size, species and quality characteristics during loading at the felling site and unloading at the landing bay to ensure they are placed in the appropriate stack and in line with the production plan requirements 4.2 Mark and report logs that cannot be clearly and safely assessed in line with the production plan requirements 4.3 Position and construct log stacks to avoid log damage, provide stability, restrict height and facilitate safe access and conduct of other landing and equipment operations in line with planned worksite layout 4.4 Maintain stack separation and identification to ensure products are presented for an optimum transport and logistics cycle time and are in line with industry standards and production plan requirements 4.5 Clean area of all debris resulting from loading and unloading operations in line with resource management policies
5. Carry out machine operator maintenance	5.1 Park, shut-down, de-energise and isolate forwarder in line with workplace procedures or manufacturers' recommendations 5.2 Clean, check and carry out routine maintenance tasks on forwarder and equipment to maintain optimum operational performance 5.3 Identify and report machine and equipment faults, malfunctions or problems in line with workplace procedures or manufacturers' recommendations 5.4 Clean work area and dispose of or recycle waste materials in line with site environmental management plan 5.5 Record forwarder operations and maintenance activities

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

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Skill	Description
Reading	• read production plans, site safety and environmental management plans in a forest harvesting environment • read standard operating procedures and/or manufacturers' instructions for the operation of forest harvesting machinery
Writing	• record operation, production and machine maintenance on paper based or electronic media
Oral Communication	• interact verbally and non-verbally using agreed systems and processes to communicate with others on site to ensure safe and effective forwarder operations • use appropriate vocabulary including technical language directly relevant to role
Numeracy	• interpret gauges relevant to safe operation of harvesting machinery • determine construction of stable log stack • estimate the weight of logs to determine loading requirements and compliance to load plate specifications
Navigate the world of work	• understand main tasks, responsibilities and boundaries of own role
Interact with others	• use modes of communication suitable to purpose to confirm and clarify understanding • communicate and report operational and safety information to on-site personnel
Get the work done	• recognise and respond to routine problems • plan and organise own work activities and resources

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FWPHAR3227 Operate forwarder	FWPHAR3206 Conduct forwarder operations	Significant changes to reflect industry requirements for a safe, appropriate and efficient operation, including product quality. A new element and new PCs were added, most PCs were edited and PE and KE increased in content to	No equivalent unit

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Code and title current version	Code and title previous version	Comments	Equivalence status
		map against the revised PCs. Additional foundation skills identified. Code and title change to reflect outcomes of unit and consistency with other machine operation units.	

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPHAR3227 Operate forwarder

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 3.0.

Performance Evidence

An individual demonstrating competency must satisfy all the elements and performance criteria of this unit. There must be evidence that, on at least one occasion, the individual has:

- planned, prepared and safely and effectively operated a forwarder and equipment to load, transport and unload logs in stacks and/or on a truck
- checked risks associated with the operation and apply standard operating procedures
- followed production plan requirements and site safety and environmental management plan
- determined suitability and stability of forwarder for operation and safe working load limits, by considering capacity and limitation of machine, terrain characteristics and type, size and quantity of logs to be loaded
- adjusted machine driving and positioning techniques in response to terrain conditions
- applied loading, unloading and driving techniques to minimise damage to logs, standing trees, machine and environment in line with the production plan requirements
- placed, stacked and presented logs for efficient transportation and identification in line with the production plan requirements
- communicated effectively with others in the work area
- shut down, de-energised and isolated machine in line with workplace procedures and operator’s manual
- carried out routine maintenance on forwarder parts.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- information and requirements contained in a production plan and site safety and environmental management plans
- hazardous or safe working zones in forest harvesting operations
- health and operational hazards or risks related to forwarder operations and factors that can change or introduce new hazards

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- industry-accepted work health and safety risk control measures, legal obligations of the current Work Health and Safety Acts or Occupational Health and Safety Acts and regulations and requirements of industry standards and/or codes of practice for single grip harvesting operations as outlined in workplace procedures and production plan
- industry-accepted warning signs, their correct positioning, vehicle-to-vehicle communication systems and procedures to maintain communication and workplace safety during forwarder operations
- required emergency response procedure including firefighting resources and emergency response
- potential impacts of forwarder operations on onsite and offsite environmental values including cultural heritage, flora, fauna, ground compaction, water contamination and soil erosion
- industry-accepted environmental control measures, environmental restrictions, legal obligations of current Environment Protection Acts and regulations and requirements of industry standards and/or codes of practice for forwarder operations as outlined in workplace procedures and production plan
- landings usage, typical location of loading and/or landing site
- extraction methods for tree felling patterns
- wood flow requirements and extraction and production bottlenecks particular to a production system
- effects of weather on ground conditions
- effects of slope and terrain conditions on forwarder stability and operation
- log species, quality characteristics and defects particular to the site and production system
- regional quality requirements for log products with particular end uses, markets and values
- maximum log damage or defects and minimum quality allowances particular to a production system
- techniques particular to a production system to avoid mechanical damage to logs during loading, unloading and stacking; separate and present logs for efficient transportation and identification of the product
- machine specifications, restrictions and safe operating procedures including stability and operation in different terrain conditions, slopes and road types and methods to shut down, de-energise and isolate the machine as outlined in workplace procedures or operator's manual
- using machine cabin controls
- techniques to restrain logs safely
- techniques for safe and efficient driving of forwarder to landing area or the mill
- location of machine's major mechanical systems and parts of the machine in which energy is stored as outlined in operator manuals for safe and efficient conduct of the machine operator maintenance tasks
- methods to conduct machine pre-operational checks and detect faults as outlined in workplace procedures or operator's manual
- machine maintenance and servicing requirements as outlined in workplace procedures or operator's manual

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- industry-accepted reporting requirements regarding site, incident and hazard, personal reporting, check-in, production, machine maintenance and block completion.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a forest harvesting site or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - forwarder
  - suitable logs to load, unload and stack
  - personal protective equipment required in harvesting operations
  - vehicle-to-vehicle communication systems
- specifications:
  - access to workplace policies and procedures which cover current Work Health and Safety Acts or Occupational Health and Safety Acts , regulations and related industry standards and codes of practice applicable to forest harvesting operations
  - access to workplace policies and procedures which cover current Environment Protection Acts, regulations and related industry standards and codes of practice applicable to forest harvesting operations
  - access to production plan and safety and environmental management plans
  - access to site emergency procedure
  - access to workplace safety procedures for operating single grip harvester or operator's manual
  - access to user manual for vehicle-to-vehicle communication system.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPHAR3228 Operate loader

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 3.0.

Application

This unit of competency describes the skills and knowledge required to operate an articulated front-end wheel loader for log production and use optimised production processes in a commercial forest harvesting environment. The main job functions are to load log trucks and/or sort log stacks at roadside or landing area for transportation. Other functions include slash removal. Activities are to be conducted safely and efficiently.

The unit applies to individuals who work as loader operators in small or larger harvesting crews. Operators generally work under broad direction to complete routine activities related to crawler tractor operations and take responsibility for their work.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Harvesting (HAR)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Plan and prepare to operate a loader	1.1 Review production plan, confirm its targets for felling and processing and assess wood flow requirements to ensure efficient machine operation and overall productivity 1.2 Confirm type, size and quantity of logs or slash to be clamped to

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	ensure that loads and machine are in line with safe working requirements and industry standards for operations 1.3 Confirm, identify and report health, safety, environmental and heritage risks of operation in line with standard operating procedures and site safety and environmental management plans 1.4 Apply risk control measures in line with standard operating procedures, site operational plan, legislative requirements and industry standards to eliminate or minimise risks 1.5 Identify emergency plan procedures to follow in the event of an emergency 1.6 Use production plan to identify layout of landing or roadside area and access to logs for efficient process and minimum interference with other forestry operations 1.7 Assess terrain characteristics to establish machine stability 1.8 Carry out pre-operational checks on machine in line with workplace procedures or manufacturers' recommendations to ensure optimal production performance and operational effectiveness
2. Operate loader to load log trucks and/or sort log stacks	2.1 Use industry-accepted warning signs, vehicle-to-vehicle communication systems and procedures to maintain communication and workplace safety during operation 2.2 Position loader for stability and safe access to logs/slash, by adjusting the technique in response to terrain conditions 2.3 Use machine cabin controls to clamp bunches of logs/slash, and load trucks and/or sort stacks, while ensuring that the bunch size is suited to the log clamp capacity and terrain conditions 2.4 Systematically load trucks and/or construct log/slash stacks by using handling techniques to avoid log damage in line with the production plan requirements and ensure safety and stability of truck and/or stacks 2.5 Use appropriate techniques to maintain log product separation in the truck when multiple product grades are loaded or in line with the production plan requirements 2.6 Drive the machine and manoeuvre log clamp safely and efficiently to avoid logs, machine and environment damage in line with the production plan requirements 2.7 Ensure all merchantable product and/or slash from the site is loaded or sorted in line with the production plan requirements

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
3. Segregate and stack stems and/or logs	3.1 Visually assess and measure products for size, species and quality characteristics at the felling site and during staking at the roadside or landing bay, to ensure they are placed in the appropriate stack and in line with the production plan requirements 3.2 Mark and report logs that cannot be clearly and safely assessed in line with the production plan requirements 3.3 Position and construct stacks of stems or logs to avoid product damage, provide stability, restrict height for efficient extraction and facilitate safe access and conduct of other landing and machine operations in line with worksite layout and production plan requirements 3.4 Maintain stack separation and identification to ensure products are correctly presented on roadside and/or landing bay for an optimum transport and logistics cycle time in line with industry standards and production plan requirements 3.5 Clean area of all debris resulting from loader operation in line with resource management policies
4. Carry out machine operator maintenance	4.1 Park, shut-down, de-energise and isolate loader in line with workplace procedures or manufacturers' recommendations 4.2 Clean, check and carry out routine maintenance tasks on loader to maintain optimum operational performance 4.3 Identify and report machine faults, malfunctions or problems in line with workplace procedures or manufacturers' recommendations 4.4 Clean work area and dispose of or recycle waste materials in line with site environmental management plan 4.5 Record loader operations and maintenance activities

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• read production plans, site safety and environmental management

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Skill	Description
	plans in a forest harvesting environment • read standard operating procedures and/or manufacturers' instructions for the operation of forest harvesting machinery
Writing	• record operation, production and machine maintenance on paper based or electronic media
Oral Communication	• interact verbally and non-verbally using agreed systems and processes to communicate with others on site to ensure safe and effective machine operations • use appropriate vocabulary, including technical language directly relevant to role
Numeracy	• interpret gauges relevant to safe operation of harvesting machinery • determine construction of stable log stack • estimate the weight of logs to determine loading requirements and compliance to machine specifications
Navigate the world of work	• understand main tasks, responsibilities and boundaries of own role
Interact with others	• use modes of communication suitable to purpose to confirm and clarify understanding • communicate and report operational and safety information to on-site personnel
Get the work done	• recognise and respond to routine problems • plan and organise own work activities and resources

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FWPHAR3228 Operate loader	FWPHAR3218 Conduct loader operations	Significant changes to reflect industry requirements for a safe, appropriate and efficient operation, including product quality. A new element and new PCs were added, most PCs were edited and PE and KE increased in content to map against the revised	No equivalent unit

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Code and title current version	Code and title previous version	Comments	Equivalence status
		PCs. Additional foundation skills identified. Code and title change for consistency with other machine operation units.	

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPHAR3228 Operate loader

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 3.0.

Performance Evidence

An individual demonstrating competency must satisfy all the elements and performance criteria of this unit. There must be evidence that, on at least one occasion, the individual has:

- planned, prepared and safely and effectively operated loader to load logs/slash on trucks and/or sort and stack logs in line with a production plan
- checked risks associated with the operation and applied standard operating procedures
- followed the production plan requirements and site safety and environmental management plans
- determined suitability and stability of the machine for operation by considering machine specifications, terrain characteristics and type and size of logs to be clamped
- adjusted machine positioning technique in response to terrain conditions
- demonstrated knowledge of log species, quality characteristics and defects in line with the production plan requirements
- applied machine techniques to drive, clamp, load and/or stack logs or slash and minimise damage to products, machine and surrounding environment in line with the production plan requirements
- placed, stacked and presented products for efficient transportation and identification in line with the production plan requirements
- shut down, de-energised and isolated machine in line with workplace procedures and operator’s manual
- carried out routine maintenance on the machine.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- information and requirements contained in a production plan and site safety and environmental management plans
- hazardous or safe working zones in forest harvesting operations
- health and operational hazards or risks related to loader and factors that can change or introduce new hazards

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- industry-accepted work health and safety risk control measures, legal obligations of the current Work Health and Safety Acts or Occupational Health and Safety Acts and regulations and requirements of industry standards and/or codes of practice for loader operations as outlined in workplace procedures and production plan
- industry-accepted warning signs, their correct positioning, vehicle-to-vehicle communication systems and procedures to maintain communication and work safety during operations
- required emergency response procedure, including firefighting resources and emergency response
- potential impacts of loader operations on onsite and offsite environmental values, including cultural heritage, flora, fauna, ground compaction, water contamination and soil erosion
- industry-accepted environmental control measures, restrictions, legal obligations of the current Environment Protection Acts and regulations and requirements of industry standards and/or codes of practice for loader operations as outlined in workplace procedures and production plan
- landings usage
- wood flow requirements and extraction and production bottlenecks particular to a production system
- log species, quality characteristics and defects particular to the site and production system
- regional quality requirements for log products with particular end uses, markets and values
- maximum log damage or defect and minimum quality allowances particular to a production system
- techniques particular to a production system to avoid mechanical damage to logs during grappling, loading and stacking; separate and present logs for efficient transportation and identification of the product
- effects of weather on ground conditions
- effects of terrain conditions on machine stability and operation
- machine specifications, restrictions and safe operating procedures, including stability and operation in different terrain conditions, slopes and road types and methods to shut down, de-energise and isolate the machine as outlined in workplace procedures or operator's manual
- using machine cabin controls
- techniques for safe and efficient driving of the machine during operation
- methods to conduct machine pre-operational checks and detect faults, as outlined in workplace procedures or operator's manual
- location of machine's major mechanical systems and parts of the machine in which energy is stored, as outlined in operator manuals for safe and efficient conduct of the machine operator maintenance tasks
- machine maintenance and servicing requirements as outlined in workplace procedures or operator's manual
- industry-accepted reporting requirements regarding site, incident and hazard, personal reporting, check-in, production, machine maintenance and block completion.

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Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a forest harvesting site or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - loader
  - logs/slash for loading and/or segregation and stacking
  - personal protective equipment required in harvesting operations
  - vehicle-to-vehicle communication system
- specifications:
  - access to workplace policies and procedures which cover current Work Health and Safety Acts or Occupation Health and Safety Acts, regulations and related industry standards and codes of practice applicable to forest harvesting operations
  - access to workplace policies and procedures which cover current Environment Protection Acts, regulations and related industry standards and codes of practice applicable to forest harvesting operations
  - access to production plan, operational plan and safety and environmental management plans
  - access to site emergency procedure
  - access to workplace standard operating procedures for loader or operator's manual
  - access to user manual for vehicle-to-vehicle communication system.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPHAR3229 Operate single grip harvester

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 3.0.

Application

This unit of competency describes the skills and knowledge required to operate a single grip harvester for log production and use optimised production processes in a commercial forest harvesting environment. The main job functions are to fell trees, delimb, cut stems to optimum value and segregate log products. Activities are to be conducted safely and to ensure optimal value recovery and extraction of logs.

The unit applies to individuals who work as single grip harvester operators in small or larger harvesting crews. Operators generally work under broad direction to complete routine activities related to harvesting operations and take responsibility for their work.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Harvesting (HAR)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Plan and prepare to operate a single grip harvester	1.1 Review production plan, confirm its targets for felling and processing and assess wood flow requirements to ensure efficient machine operation and overall productivity 1.2 Confirm, identify and report health, safety, environmental and

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	heritage risks of operation in line with standard operating procedures and site safety and environmental management plans 1.3 Apply risk control measures in line with standard operating procedures, site operational plan, legislative requirements and industry standards to eliminate or minimise risks 1.4 Identify emergency plan procedures to follow in the event of an emergency 1.5 Use production plan to identify entry points to the coupe, access to tree, extraction routes and directions to landings to facilitate an efficient process and minimise interference with other forestry operations 1.6 Check work area to ensure there is appropriate space to safely manoeuvre both the machine and stems, stockpile processed logs and store or dispose of stem waste and tops according to production plan 1.7 Assess terrain characteristics to establish machine stability 1.8 Identify cutting sequence and felling directions to minimise damage to the trees and the surrounding environment in line with the production plan 1.9 Use log cutting instructions and/or production plan to determine the product types and quality parameters to be produced 1.10 Carry out pre-operational checks on machine in line with workplace procedures or manufacturers' recommendations to ensure optimal production performance and operational effectiveness
2. Operate single grip harvester	2.1 Use industry-accepted warning signs, vehicle-to-vehicle communication systems and procedures to maintain communication and workplace safety during operation 2.2 Assess individual trees to determine the best machine position, fall direction, hazards, placement of cuts and grade quality 2.3 Drive and position the machine and harvester head in response to tree characteristics and terrain conditions to ensure stability 2.4 Use appropriate methods to reset the harvesting head length counter to prevent loss of log volume or value 2.5 Assess tree species, size and quality characteristics in line with log cutting instructions and/or production plan requirements and use cabin controls to clamp, cut and produce logs with optimal length, quality and diameter 2.6 Adjust clamping, cutting and processing techniques in response to

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	unexpected characteristics, movement or condition of tree to minimise log and log surface damage in line with the production plan requirements 2.7 Move machine over pre-arranged routes to minimise environmental impact
3. Segregate and stack logs	3.1 Visually assess logs for size, species and quality characteristics during stacking at the pre-bunching site to ensure they are placed in the appropriate stack for transport and further processing and in line with the production plan requirements 3.2 Mark and report logs that cannot be clearly and safely assessed in line with the production plan requirements 3.3 Position and construct log stacks to avoid log damage, provide stability, restrict height for efficient extraction and allow space for the conduct of other operations in line with worksite layout and the production plan requirements 3.4 Maintain stack separation and identification to ensure products are presented for an optimum transport and logistics cycle time and are in line with industry standards and production plan requirements
4. Carry out machine operator maintenance	4.1 Park, shut-down, de-energise and isolate single grip harvester in line with workplace procedures or manufacturers' recommendations 4.2 Adjust feed roller pressures and delimbing knife settings to minimise roller stud and delimbing damage 4.3 Clean, check and carry out routine maintenance tasks on single grip harvester to maintain optimum performance 4.4 Identify and report machine faults, malfunctions or problems in line with workplace procedures or manufacturers' recommendations 4.5 Clean work area and dispose of or recycle waste materials in line with site environmental management plan 4.6 Record single grip harvester operations and maintenance activities

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

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Skill	Description
Reading	• read production plans, site safety and environmental management plans in a forest harvesting environment • read standard operating procedures and/or manufacturers' instructions for the operation of forest harvesting machinery
Writing	• record operation, production and machine maintenance on paper based or electronic media
Oral Communication	• interact verbally and non-verbally using agreed systems and processes to communicate with others on site to ensure safe and effective single grip harvester operations • use appropriate vocabulary including technical language directly relevant to role
Numeracy	• interpret gauges relevant to safe operation of harvesting machinery • determine construction of stable log stack
Navigate the world of work	• understand main tasks, responsibilities and boundaries of own role
Interact with others	• use modes of communication suitable to purpose to confirm and clarify understanding • communicate and report operational and safety information to on-site personnel
Get the work done	• recognise and respond to routine problems • plan and organise own work activities and resources

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FWPHAR3229 Operate single grip harvester	FWPHAR3214 Operate a single grip harvester	Significant changes to reflect industry requirements for a safe appropriate and efficient operation, including value recovery and product quality. A new element and new PCs were added, most PCs were edited and PE and KE increased in content to map against the revised	No equivalent unit

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Code and title current version	Code and title previous version	Comments	Equivalence status
		PCs. Additional foundation skills identified. Code and title change for consistency with other machine operation units.	

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPHAR3229 Operate single grip harvester

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 3.0.

Performance Evidence

An individual demonstrating competency must satisfy all the elements and performance criteria of this unit. There must be evidence that, on at least one occasion, the individual has:

- planned, prepared and safely and effectively operated a single gip harvester to cut and produce log products with optimal length, quality and diameter in line with log cutting instructions, quality specifications or production plan
- checked risks associated with the operation and applied standard operating procedures
- followed production plan requirements, log cutting instructions or quality specifications and site safety and environmental management plan
- adjusted machine driving and positioning techniques in response to terrain conditions and unexpected characteristics, movement or condition of tree
- applied felling and processing techniques to minimise damage to the stem, logs, standing trees, machine and surrounding environment in line with the production plan requirements
- applied knowledge of log species, quality characteristics and defects during operation in line with the production plan requirements
- placed, stacked and presented logs for efficient transportation and identification in line with the production plan requirements
- communicated effectively with others in the work area
- shut down, de-energised and isolated machine in line with workplace procedures and operator’s manual
- carried out routine maintenance on single grip harvester.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- information and requirements contained in a production plan, log cutting instructions or product quality specifications and site safety and environmental management plans
- hazardous or safe working zones in forest harvesting operations

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- health and operational hazards or risks related to single grip harvesting operations and factors that can change or introduce new hazards or risks including characteristics of difficult trees and risks associated with falling them safely
- industry-accepted work health and safety risk control measures, legal obligations of the current Work Health and Safety Acts or Occupational Health and Safety Acts and regulations and requirements of industry standards and/or codes of practice for single grip harvesting operations as outlined in workplace procedures and production plan
- industry-accepted warning signs, their correct positioning, vehicle-to-vehicle communication systems and procedures to maintain communication and work safety during single grip harvesting operations
- required emergency response procedure including firefighting resources and emergency response
- potential impacts of single grip harvester operations on onsite and offsite environmental values including cultural heritage, flora, fauna, ground compaction, water contamination and soil erosion
- industry-accepted environmental control measures, restrictions, legal obligations of the current Environment Protection Acts and regulations and requirements of industry standards and/or codes of practice for single grip harvesting operations as outlined in workplace procedures and production plan
- typical location of loading and/or landing site
- tree felling patterns
- extraction methods
- wood flow requirements and extraction and production bottlenecks particular to a production system
- tree shapes, species, quality characteristics and log defects particular to the site and production system
- regional quality requirements for log products with particular end uses, markets and values
- requirements and methods to achieve maximum stump height in response to unexpected characteristics or condition of the trees and ground level
- maximum log damage and defect and minimum quality allowances particular to a production system
- techniques particular to a production system to avoid mechanical damage to logs during felling, processing and stacking; achieve saw cuts at both ends of the product that meet quality specifications; avoid incorrect or excessive log butting; separate and present logs for efficient transportation and identification of the product
- effects of weather on ground conditions
- effects of slope and terrain conditions on machine stability and operation
- machine specifications, restrictions and safe operating procedures including stability and operation in different terrain conditions, slopes and road types, chain shot rules, methods to shut down, de-energise and isolate the machine and optimal direction of travel as outlined in workplace procedures or operator’s manual
- using machine cabin controls
- techniques for safe and efficient driving of single grip harvester

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- location of machine's major mechanical systems and parts of the machine in which energy is stored as outlined in operator manuals for safe and efficient conduct of the machine operator maintenance tasks
- methods to conduct machine pre-operational checks and detect faults as outlined in workplace procedures or operator's manual
- machine maintenance and servicing requirements as outlined in workplace procedures or operator's manual
- industry-accepted reporting requirements regarding site, incident and hazard, personal reporting, check-in, production, machine maintenance and block completion.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a forest harvesting site or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - single grip harvester
  - suitable trees to fell and process
  - personal protective equipment required in harvesting operations
  - vehicle-to-vehicle communication system
- specifications:
  - access to workplace policies and procedures which cover current Work Health and Safety Acts or Occupation Health and Safety Acts, regulations and related industry standards and codes of practice applicable to forest harvesting operations
  - access to workplace policies and procedures which cover off on current Environment Protection Acts, regulations and related industry standards and codes of practice applicable to forest harvesting operations
  - access to production plan, site operational plan, log cutting instructions and safety and environmental management plans
  - access to site emergency procedure
  - access to workplace standard operating procedures for single grip harvester or operator's manual
  - access to user manual for vehicle-to-vehicle communication system.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPHAR3230 Operate skidder

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 3.0.

Application

This unit of competency describes the skills and knowledge required to operate a skidder for log production and use optimised production processes in a commercial forest harvesting environment. The main job functions are to move stems and/or logs from felling site to roadside or landing areas. Activities are to be conducted safely and efficiently. Other functions include product segregation and stacking. It may also include removal of slash.

The unit applies to individuals who work as skidder operators in small or larger harvesting crews. Operators generally work under broad direction to complete routine activities related to skidder operations and take responsibility for their work.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Harvesting (HAR)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Plan and prepare to operate a skidder	1.1 Review production plan, confirm its targets and assess wood flow requirements to ensure efficient machine operation and overall productivity 1.2 Confirm type, size and quantity of stems and/or logs to be moved

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	with skidder to ensure that loads and machine are in line with safe working load requirements and industry standards for operations 1.3 Confirm, identify and report health, safety, environmental and heritage risks of operation, in line with standard operating procedures and site safety and environmental management plans 1.4 Apply risk control measures in line with standard operating procedures, site operational plan, legislative requirements and industry standards to eliminate or minimise risks 1.5 Identify emergency plan procedures to follow in the event of an emergency 1.6 Use production plan to identify location of extraction routes, entry points and directions to the landing for efficient extraction of logs and minimum interference with other forestry operations 1.7 Assess terrain characteristics to establish machine stability 1.8 Carry out pre-operational checks on machine in line with workplace procedures or manufacturers' recommendations to ensure optimal production performance and operational effectiveness
2. Operate skidder	2.1 Use industry-accepted warning signs, vehicle-to-vehicle communication systems and procedures to maintain communication and workplace safety during operation 2.2 Select products, stems, logs or slash to be moved based on their position, location and size 2.3 Position skidder for stability and safe access to products or slash by adjusting the technique in response to terrain conditions 2.4 Carry out hooking-on and winching techniques or use cabin controls to grapple products or slash avoiding damage to the products in line with the production plan requirements 2.5 Drive the machine to skid products or slash to the roadside or landing area to achieve optimum efficiency and minimise breakage and damage to products, standing trees and surrounding environment in line with the production plan requirements 2.6 Unhook and position or construct stacks of stems, logs or slash at the roadside or landing area to avoid product damage, provide stability, restrict height for efficient extraction and facilitate safe access and conduct of other landing and equipment operations in line with worksite layout and production plan requirements 2.7 Recover all merchantable product and/or slash from site in line

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	with the production plan requirements
3. Carry out machine operator maintenance	3.1 Park, shut-down, de-energise and isolate skidder in line with workplace procedures or manufacturers' recommendations 3.2 Clean, check and carry out routine maintenance activities on skidder and equipment to maintain optimum operational performance 3.3 Identify and report machine faults, malfunctions or problems in line with workplace procedures or manufacturers' recommendations 3.4 Clean work area of all debris and waste resulting from skidding operation and dispose of or recycle waste materials in line with site environmental management plan 4.5 Record skidder operations and maintenance activities

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• read production plans, site safety and environmental management plans in a forest harvesting environment • read standard operating procedures and/or manufacturers' instructions for the operation of forest harvesting machinery
Writing	• record operation, production and machine maintenance on paper based or electronic media
Oral Communication	• interact verbally and non-verbally using agreed systems and processes to communicate with others on site to ensure safe and effective machine operations • use appropriate vocabulary including technical language directly relevant to role
Numeracy	• interpret gauges relevant to safe operation of harvesting machinery • determine construction of stable log stack • estimate the weight of logs to determine loading requirements and compliance to machine specifications
Navigate the world of	• understand main tasks, responsibilities and boundaries of own role

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Skill	Description
work	
Interact with others	• use modes of communication suitable to purpose to confirm and clarify understanding • communicate and report operational and safety information to on-site personnel
Get the work done	• recognise and respond to routine problems • plan and organise own work activities and resources

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FWPHAR3230 Operate skidder	FWPHAR3217 Conduct skidder operations	Significant changes to reflect industry requirements for a safe, appropriate and efficient operation, including product quality. New PCs were added, some PCs were edited and PE and KE increased in content to map against the revised PCs. Additional foundation skills identified. Code and title change for consistency with other machine operation units.	No equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPHAR3230 Operate skidder

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 3.0.

Performance Evidence

An individual demonstrating competency must satisfy all the elements and performance criteria of this unit. There must be evidence that, on at least one occasion, the individual has:

- planned, prepared and safely and effectively operated a skidder to move products and/or slash in line with production plan
- checked risks associated with the operation and applied standard operating procedures
- followed production plan requirements and site safety and environmental management plan
- determined suitability and stability of skidder for operation and safe working load limits by considering machine and equipment specifications, terrain characteristics and type and size of stems and/or logs to be moved
- adjusted machine driving and positioning technique in response to terrain conditions
- applied machine manipulation techniques to move products and/or slash and minimise damage to products, machine and surrounding environment in line with the production plan requirements
- placed and stacked products for efficient extraction in line with the production plan requirements
- communicated effectively with others in the work area
- shut down, de-energised and isolated machine in line with workplace procedures and operator's manual
- carried out routine maintenance on skidder parts.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- information and requirements contained in a production plan and site safety and environmental management plans
- hazardous or safe working zones in forest harvesting operations
- health and operational hazards or risks related to skidder operations and factors that can change or introduce new hazards

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- industry-accepted work health and safety risk control measures, legal obligations of the current Work Health and Safety Acts or Occupation Health and Safety Acts and regulations, and requirements of industry standards and/or codes of practice for skidder operations as outlined in workplace procedures and production plan
- industry-accepted warning signs, their correct positioning, vehicle-to-vehicle communication systems and procedures to maintain communication and workplace safety during skidding operations
- required emergency response procedure including firefighting resources and emergency response
- potential impacts of skidder operations on onsite and offsite environmental values including cultural heritage, flora, fauna, ground compaction, water contamination and soil erosion
- industry-accepted environmental control measures, restrictions, legal obligations of the current Environment Protection Acts and regulations and requirements of industry standards and/or codes of practice for skidder operations, as outlined in workplace procedures and production plan
- landings usage
- typical location of loading and/or landing site
- tree felling patterns
- extraction methods
- wood flow requirements and extraction and production bottlenecks particular to a production system
- techniques particular to a production system to avoid mechanical damage to stems and logs during skidding and stacking; position and stack logs for efficient extraction
- effects of weather on ground conditions
- effects of slope and terrain conditions on skidder stability and operation
- machine specifications, restrictions and safe operating procedures, including stability and operation in different terrain conditions, slopes and road types and methods to shut down, de-energise and isolate the machine as outlined in workplace procedures or operator's manual
- using machine cabin controls
- techniques for safe and efficient driving of skidder
- methods to conduct pre-operational checks on machine and detect faults as outlined in workplace procedures or operator's manual
- location of machine's major mechanical systems and parts of the machine in which energy is stored as outlined in operator manuals for safe and efficient conduct of the machine operator maintenance tasks
- machine maintenance and servicing requirements as outlined in user or operator manuals
- industry-accepted reporting requirements regarding site, incident and hazard, personal reporting, check-in, production, machine maintenance and block completion.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:

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    - skills must be demonstrated in a forest harvesting site or an environment that accurately represents workplace conditions
- resources, equipment and materials:
    - skidder
    - suitable stems/logs and/or slash to be skidded
    - personal protective equipment required in harvesting operations
    - vehicle-to-vehicle communication systems
- specifications:
    - access to workplace policies and procedures which cover current Work Health and Safety Acts or Occupation Health and Safety Acts, regulations and related industry standards and codes of practice applicable to forest harvesting operations
    - access to workplace policies and procedures which cover current Environment Protection Acts, regulations and related industry standards and codes of practice applicable to forest harvesting operations
    - access to production plan and site safety and environmental management plans
    - access to site emergency procedure
    - access to workplace standard operating procedures for skidder or operator's manual
    - access to user manual for vehicle-to-vehicle communication systems.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPHAR4201 Apply tree jacking techniques

Modification History

Release	Comment
1	Replaces equivalent unit FPIHAR4201B Apply tree jacking techniques, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format.

Application

This unit of competency describes the outcomes required to use tree jacking techniques in the process of felling trees 180° away from their natural direction of fall using purpose built tree jacks. Techniques are used in a forest or farm forest setting.

The unit applies to job roles including Harvesting Supervisor, Harvesting Team Leader, Arboriculture Supervisor, Farm Forestry Supervisor, Forestry Supervisor, Forestry Operations Supervisor, Propagation and Stand Health Supervisor and Tree Farm Supervisor.

No licensing, legislative, regulatory, or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Harvesting and Haulage

Elements and Performance Criteria

Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.*
1. Prepare for tree jacking	1.1 Review work plan and check where required with appropriate personnel. 1.2 Identify type and quantity of trees to be tree jacked and assess activities for safety and environmental protection practices. 1.3 Select appropriate equipment and check for operational

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	effectiveness in line with manufacturer's recommendations. 1.4 Plan tree jacking activities in line with workplace health and safety (WHS) procedures and work plan.
2. Assess and plan tree jacking	2.1 Assess environmental conditions and use outcomes to plan felling of each tree. 2.2 Monitor location and movement of other personnel and modify work to ensure safety. 2.3 Assess tree, location and stability for conditions likely to affect safety of tree jacking activities. 2.4 Visually assess tree for defects, grade and recovery status. 2.5 Select escape route, clear route and growth around tree manually or mechanically. 2.6 Assess fall direction and allowable degree of error, considering hang ups, damage, extraction constraints and available open space. 2.7 Plan cutting sequence to control direction of fall and minimise damage to tree and surrounding environment; communicate to others. 2.8 Mark trees too dangerous to fell safely and refer to appropriate personnel.
3. Tree jack trees	3.1 Complete equipment pre start-up checks. 3.2 Remove and clear leaders in line with tree jacking work plan. 3.3 Diagnose unexpected characteristics of tree and review plan. 3.4 Make jacking slots to provide for placement of tree jacks in line with planned falling direction. 3.5 Adjust cutting technique and use tree jacks to control movement and direction of tree being felled. 3.6 Complete felling and use planned safe exit route in line with safety procedures. 3.7 Monitor ground movement of tree; assess and clear trees that hang up. 3.8 Record and report tree jacking process and equipment faults to appropriate personnel.
4. Complete operator maintenance	4.1 Follow organisational safety procedures to lock out equipment. 4.2 Check chain for bluntness or damage. 4.3 Remove, sharpen, adjust and replace chain and other components in line with manufacturer's recommendations. 4.4 Assess and adjust chainsaw set-up to suit cutting conditions. 4.5 Maintain operational condition of chainsaw to meet standards prior

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	to use. 4.6 Check and service tree jacks.

Foundation Skills

This section describes those core and employment skills that are essential to performance and are not explicit in the performance criteria.	
Numeracy skills to:	• identify quantities of trees within work plans and complete basic calculations of time required to complete activities • determine dimensions of trees through estimation or measurement and calculate appropriate quantities of tree jacks • complete calculations and report on size, length, diameter and grade of felled trees.
Oral communication skills to:	• ask questions and actively listen to clarify contents of work plans • provide clear, unambiguous information about jacking and felling process to ensure safety of self and others.

Reading skills to:	• interpret:
	  • WHS procedures
	  • work plans
	  • manufacturers ‘maintenance recommendations.

Writing skills to:	• complete accurate reports on tree jacking process and equipment faults.
Planning and organising skills to:	• efficiently and logically sequence the stages of preparation for and felling of trees using work order to guide activities.
Problem-solving skills to:	• identify unexpected operational, environmental and equipment problems and implement appropriate responses.
Technology skills to:	• select, use and maintain appropriate machinery, tools and personal protective equipment used for tree jacking.

Range of Conditions

Not Applicable

Unit Mapping Information

FPIHAR4201B Apply tree jacking techniques

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPHAR4201 Apply tree jacking techniques

Modification History

Release	Comment
1	Replaces equivalent unit FPIHAR4201B Apply tree jacking techniques, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format. Assessment requirements now specify the performance and knowledge evidence, as well as assessment conditions for this unit of competency. These sections simplify and replace components used in the previous unit format, including 'Required Skills and Knowledge, Evidence Guide and Range Statement.

Performance Evidence

A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit. If a specific volume or frequency is not stated below, then evidence must be provided that the following requirements have been performed on at least one occasion:

- follow organisational policies and procedures relevant to tree jacking
- apply tree jacking techniques in line with the work order and within prescribed organisational tolerances
- conduct operator maintenance on a chainsaw.
-

Knowledge Evidence

A person competent in this unit must be able to demonstrate knowledge of:

- key features of these varying environmental conditions and effects on tree felling:
  - general forest lean
  - ground growth
  - ground hazards and obstacles
  - ground slope
  - gullies
  - presence and density of seed and habitat trees
  - water courses
  - wet and adverse weather conditions
  - wind speed and direction

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- environmental protection practices including:
  - safe disposal of waste material
  - cleaning of plant, tools and equipment
- typical tree defects and how these affect tree jacking and felling:
  - stability
  - insect defects
  - knots
  - resin pockets
  - shakes
- techniques used in the tree jacking process:
  - tree jacking
  - chainsaw cutting sequences and techniques used to control direction of fall
  - clearing trees that hang up
- communication methods used for tree jacking activities:
  - verbal
  - hand signals
  - eye contact with other operators
  - use of electronic communication devices
- typical industry chain of command for communication of information and instruction
- types of tree jacking tools and equipment; their purpose, features, operation and basic non-specialist repair and maintenance:
  - tree jacks
  - chainsaws
  - maintenance tools and equipment
  - personal protection equipment
- organisational procedures specific to tree jacking activities:
  - workplace health and safety with particular emphasis on pre-start up checks and equipment lock out for safe use of chainsaws
  - use and maintenance of equipment
  - communication reporting line during tree jacking process
  - recording and reporting tree jacking process and equipment faults.

Assessment Conditions

The following resources must be made available:

- tree jacks
- chainsaws
- maintenance tools and equipment for chainsaws and tree jacks
- personal protective equipment suitable for tree jacking activities and chainsaw maintenance
- manufacturers' instructions for use and maintenance of equipment

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- work plan for tree jacking activities with specific instructions for the work site
- relevant personnel for the purposes of communicating information
- template reports for recording tree jacking process and equipment faults
- organisational and site procedures for tree jacking activities.

Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting.

Assessor requirements

Assessors must:

- hold the appropriate assessor competency standards as outlined in regulations; and
- be able to demonstrate vocational competencies at least to the level being assessed; and
- be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and assessor competence.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPHAR4202 Coordinate log recovery (hook tender)

Modification History

Release	Comment
1	Replaces equivalent unit FPIHAR4202B Coordinate log recovery (hook tender), which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format.

Application

This unit of competency describes the outcomes required to coordinate operational planning and setting up of cable log recovery systems in a forest or farm forest setting, including coordinating and supervising rigging slingers, yarders, choker setters and chasers.

The unit applies to job roles including Harvesting Supervisor, Harvesting Team Leader, and Forest Operations Supervisor.

Licensing, legislative, regulatory, or certification requirements apply to this unit in some states & territories at the time of publication, and may differ according to jurisdiction.

Pre-requisite Unit

Nil

Unit Sector

Harvesting and Haulage

Elements and Performance Criteria

Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.*

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1. Prepare for hook tender operations	1.1 Review work plan and where appropriate check with appropriate personnel. 1.2 Identify required type and quantity of cable recovery equipment and assess for safety and environmental protection practices. 1.3 Select appropriate equipment and check for operational effectiveness in line with manufacturer's recommendations 1.4 Plan cable operation activities in line with workplace health and safety (WHS) procedures and work plan.
2. Plan cable system layout	2.1 Obtain and evaluate information to plan cable system layout and inspect site for hazards and factors affecting harvesting operations. 2.2 Provide personnel with information about landing location and size, hauling boundaries, access routes and construction requirements. 2.3 Consider code of practice, site topography, minimising system design additions and select cable system type to optimise log extraction rate. 2.4 Identify general requirements for anchor points, backline and intermediate supports and provide instruction to fallers.
3. Coordinate yarder and cable system set up	3.1 Select rope sizes for lines in line with code of practice, yarder capacity and system design. 3.2 Select components and rigging to meet code of practice requirements and system design. 3.3 Inspect and install components and lines. 3.4 Direct and assist personnel to layout lines, select anchors and position mobile backstops. 3.5 Assess felled trees for location, size and obstructions; plan recovery extraction sequence to minimise line shifts, log and environmental damage. 3.6 Select support trees and provide directions for rigging. 3.7 Check unloaded and loaded system performance and calculate loads to ensure they are within system and equipment capacity. 3.8 Monitor operations, change and communicate procedures or system design to improve safety and payload efficiency.

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4. Coordinate rigging of spars, towers and trees	4.1 Check cable system plans and determine operational requirements for tower, spars and support trees. 4.2 Ensure rigging of spars, towers and trees complies with code of practice. 4.3 Check and select spars or support trees to be rigged, guylines and anchor points. 4.4 Select rigging and rope sizes to meet load. 4.5 Provide directions to check components for wear, failure or missing parts prior to rigging; identify faults and take corrective action. 4.6 Coordinate rigging on machine towers to prepare, assemble and fit operational lines, prior to raising, in line with system design. 4.7 Identify climbing and pass line equipment. 4.8 Coordinate guyline positioning and rigging within location angle requirements to provide minimal difference in length and tension. 4.9 Check system components for size, safe working load, layout, position, safety straps, joins, lead angles and operating angles.
5. Coordinate line shifts and rigging modifications	5.1 Anticipate line shifts and prepare required rigging in advance. 5.2 Diagnose limitations of system design or positioning and plan modifications in line with code of practice. 5.3 Monitor operations; change and communicate procedures to improve safety and payload efficiency. 5.4 Locate new support trees, anchor points and mobile tail anchor position; assign riggers to prepare and rig in line with system requirements. 5.5 Record and report breakout processes and equipment faults in line with site procedures.

Foundation Skills

This section describes those core and employment skills that are essential to performance and are not explicit in the performance criteria.	
Numeracy skills to:	• complete routine calculations to optimise log extraction rate for number and size of felled trees • identify and interpret numerical requirements within codes of practice and manufacturer’s recommendations • complete calculations involving height, length, weight, tension,

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	angles, loads to determine efficient and safe operational capacity of rigging • identify boundaries on maps and plans and calculate spatial requirements for yarder and rigging operations.

Oral communication skills to:	• ask questions and actively listen to clarify:
	  • contents of work plans
	  • site personnel understanding of instructions
	• provide clear, unambiguous rigging instructions to site personnel
	• use language and concepts appropriate to individual social and cultural differences.

Reading skills to:	• interpret:
	  • WHS procedures
	  • work plans
	  • cable system plans
	  • topographic maps
	  • codes of practice.

Writing skills to:	• complete accurate reports on breakout process and equipment faults.
Initiative and enterprise skills to:	• initiate and determine the most time and cost effective method of log recovery.
Planning and organising skills to:	• design, plan and coordinate establishment of cable recovery systems.
Problem-solving skills to:	• anticipate operational, environmental and equipment problems and implement appropriate responses.
Teamwork skills to:	• lead the team of site personnel to ensure efficient and safe log recovery.
Technology skills to:	• select and coordinate installation of appropriate cable systems and rigging components to meet operational and environmental requirements.

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Range of Conditions

Not Applicable

Unit Mapping Information

FPIHAR4202B Coordinate log recovery (hook tender)

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPHAR4202 Coordinate log recovery (hook tender)

Modification History

Release	Comment
1	Replaces equivalent unit FPIHAR4202B Coordinate log recovery (hook tender), which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format. Assessment requirements now specify the performance and knowledge evidence, as well as assessment conditions for this unit of competency. These sections simplify and replace components used in the previous unit format, including 'Required Skills and Knowledge, Evidence Guide and Range Statement.

Performance Evidence

A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit. If a specific volume or frequency is not stated below, then evidence must be provided that the following requirements have been performed on at least one occasion:

- safely and efficiently design, plan and coordinate the establishment of cable recovery systems
- follow organisational policies and procedures relevant to coordinating log recovery (hook tender)
- coordinate hook tender operations
- establish these types of cable recovery systems:
  - high lead (no skyline)
  - standing skyline
  - running skyline
- coordinate line shifts
- establish these types of lines:
  - extensions
  - guylines
  - haulback lines
  - mainlines
  - skylines
  - strawlines

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- establish these types of anchors:
  - block stumps
  - mobile backstops
  - tailholds.

Knowledge Evidence

A person competent in this unit must be able to demonstrate knowledge of:

- content and application of applicable state or territory code of practice for log recovery activities
- key features of these varying environmental conditions and effects on the layout, set up and operation of cable systems for log recovery:
  - fallen trees
  - general forest lean
  - ground growth
  - ground hazards and obstacles
  - ground slope
  - density of trees
  - wet and adverse weather conditions
  - wind speed and direction
- environmental protection practices for forest and forest farm settings:
  - safe disposal of waste material
  - cleaning of plant, tools and equipment
  - soil and water protection
- industry standard lengths for logs
- operational planning processes for:
  - designing and coordinating the establishment of cable recovery systems
  - determining the most time and cost effective method of log recovery
- techniques used in cable log recovery:
  - log extraction methods
  - rigging techniques
- typical industry chain of command for communication of information and instruction
- purpose, features and operation of cable logging system and rigging components:
  - cable systems:
    - high lead (no skyline)
    - standing skyline
    - running skyline
  - system design additions:
    - blind leads
    - bridling

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    - multispans
- yarders and anchors:
    - anchors
    - block stumps
    - mobile backstops
    - tailholds
- lines:
    - extensions
    - guylines
    - haulback lines
    - mainlines
    - skylines
    - strawlines
- towers
- spars and support trees
- organisational procedures specific to cable log recovery coordination:
    - workplace health and safety with particular emphasis on use of equipment
    - communication reporting lines during set up and operation of cable systems for log recovery
    - recording and reporting breakout process and equipment faults.

Assessment Conditions

The following resources must be made available:

- cable systems
- yarder and anchors:
    - anchors
    - block stumps
    - mobile backstops
    - tailholds
- lines:
    - extensions
    - guylines
    - haulback lines
    - mainlines
    - skylines
    - strawlines
- towers
- rigging equipment for log recovery
- personal protective equipment suitable for log recovery coordination

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- work plan for log recovery activities with specific instructions for the work site
- applicable state or territory code of practice
- topographic maps for the site
- template reports for recording breakout process and equipment faults
- organisational procedures for log recovery coordination
- a team of rigging slingers, yarders, choker setters and chasers with whom the individual can interact.

Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting.

Assessor requirements

Assessors must:

- hold the appropriate assessor competency standards as outlined in regulations; and
- be able to demonstrate vocational competencies at least to the level being assessed; and
- be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and assessor competence.
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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPHAR4203 Design log landings and snig tracks

Modification History

Release	Comment
1	Replaces equivalent unit FPIHAR4203B Design log landings and snig tracks, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format.

Application

This unit of competency describes the outcomes required to design, plan and coordinate the development of log landings and snig tracks in a forest or farm forest setting and to provide support for their construction.

The unit applies to job roles including Harvesting Supervisor, Harvesting Team Leader, Farm Forestry Supervisor, Forestry Supervisor, Forestry Operations Supervisor, Propagation and Stand Health Supervisor and Tree Farm Supervisor.

No licensing, legislative, regulatory, or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Harvesting and Haulage

Elements and Performance Criteria

ELEMENTS *Elements describe the essential outcomes.*	**PERFORMANCE CRITERIA** *Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.*
1. Plan landing and recovery requirements	1.1 Analyse workplace health and safety (WHS) and regulatory requirements, standards and codes of practice for the design,

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ELEMENTS *Elements describe the essential outcomes.*	**PERFORMANCE CRITERIA** *Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.*
	construction and operation of landings and snig tracks. 1.2 Obtain and assess information on logging methods, topography and environmental management considerations for site. 1.3 Identify landing location and construction requirements from harvest plan and inspect site to assess factors affecting operations. 1.4 Identify timeframe for use of site and likely weather conditions. 1.5 Calculate and document log extraction methods and storage requirements for landings, roads, tracks, equipment placement, falling and recovery rates and delivery schedules.
2. Design landing and snig tracks	2.1 Calculate specific landing site size and level to meet operational requirements, optimise construction time and minimise environmental damage. 2.2 Plan number and location of snig tracks to optimise track clearing and construction time, log handling capacity and minimise environmental damage. 2.3 Locate track and road entry points to landing in line with harvest plan, log handling procedures, vehicle and equipment access, turning and loading space requirements. 2.4 Design landing and track to provide for available equipment and access for construction. 2.5 Plan and document restoration of land on completion of operations. 2.6 Document landing design and track locations in line with regulation. 2.7 Record design and development process and report to appropriate personnel.
3. Coordinate landing and track development	3.1 Communicate landing and snig track design and construction plan to site personnel to enable preparation. 3.2 Develop operational procedures for tracks and landings with site personnel. 3.3 Provide technical assistance to site personnel for construction of landing and tracks. 3.4 Monitor construction of landing and tracks; review and modify design to account for unexpected ground, water, vegetation or other environmental conditions.

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Foundation Skills

This section describes those core and employment skills that are essential to performance and are not explicit in the performance criteria.	
Numeracy skills to:	• identify boundaries and topographical measurements on maps and plans and calculate spatial requirements for landings and snig tracks • complete complex calculations involving rates of extraction, height, length, weight, vehicle turning and loading space to determine size and capacity of snig tracks.

Oral communication skills to:	• provide clear and unambiguous information about design plans to site personnel
	• ask open and closed probe questions and actively listen to clarify:
	  • issues arriving during construction
	  • site personnel understanding of plans and modifications
	• use language and concepts appropriate to individual social and cultural differences.

Reading skills to:	• interpret complex and unfamiliar:
	  • regulatory and environmental information affecting designs
	  • harvest plans
	  • topographic maps.

Writing skills to:	• document detailed and accurate designs for landings and snig tracks • develop and document operational procedures using language easily understood by construction and site personnel • complete detailed and accurate reports on the design and implementation process.
Initiative and enterprise skills to:	• initiate and determine the most time and cost effective plan for construction.
Planning and organising skills to:	• design, plan and coordinate landing and snig track development.
Problem-solving skills to:	• identify environmental issues during construction and implement appropriate modifications to designs.
Teamwork skills to:	• work as part of a team to develop plans, procedures and provide technical assistance to other team members during construction phase.
Technology skills to:	• use computers and software programs for documenting designs for landings and snig tracks.

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Range of Conditions

Not Applicable

Unit Mapping Information

FPIHAR4203B Design log landings and snig tracks

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPHAR4203 Design log landings and snig tracks

Modification History

Release	Comment
1	Replaces equivalent unit FPIHAR4203B Design log landings and snig tracks, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format. Assessment requirements now specify the performance and knowledge evidence, as well as assessment conditions for this unit of competency. These sections simplify and replace components used in the previous unit format, including 'Required Skills and Knowledge, Evidence Guide and Range Statement.

Performance Evidence

A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit. If a specific volume or frequency is not stated below, then evidence must be provided that the following requirements have been performed on at least one occasion:

- designing log landings and snig tracks in line with regulatory requirements, the work order and within prescribed organisational tolerances
- planning the layout of the landing and snig tracks in line with site conditions
- coordinating the development of the landing and snig tracks
- design and coordinate the development of these types of snig tracks:
  - emergency escape routes
  - equipment access tracks
  - hauling tracks
  - vehicular tracks

Knowledge Evidence

A person competent in this unit must be able to demonstrate knowledge of:

- content and application of applicable commonwealth, state, territory or local government regulations for the design, construction and operation of landings and snig tracks
- cable log recovery operations and log extraction methods
- key features of these varying environmental conditions and effects on the design and construction of landings and snig tracks:

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  - fallen trees
  - general forest lean
  - ground growth
  - ground hazards and obstacles
  - ground slope
  - density of trees
  - wet and adverse weather conditions
- environmental protection practices for forest and forest farm settings:
  - minimising temporary, short-term, long-term and permanent damage to natural vegetation and landscape
  - soil and water protection
  - returning the environment to its original or near to original condition on completion of operations
- purpose, features and operational requirements of these types of snig tracks:
  - emergency escape routes
  - equipment access tracks
  - hauling tracks
  - vehicular tracks
- purpose, features and operational requirements of:
  - landings
  - vehicles and equipment used on landings and snig tracks
- processes for:
  - designing and coordinating the development of landings and snig tracks
  - determining the most time and cost effective plan for construction
- typical industry chain of command for communication of information, instruction and technical advice
- organisational standards, policies and procedures for the design, construction and operation of landings and snig tracks:
  - workplace health and safety specific to the use of landings and snig tracks
  - environmental protection
  - documenting designs for landings and snig tracks
  - recording and reporting the design and implementation process.

Assessment Conditions

The following resources must be made available:

- computers and software programs used for documenting designs for landings and snig tracks
- applicable commonwealth, state, territory or local government regulations for the design, construction and operation of landings and snig tracks
- harvest plan for the site

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- topographic maps for the site
- template design plans for landings and snig tracks
- template reports for recording the design and implementation process
- organisational standards, policies and procedures for the design, construction and operation of landings and snig tracks.

Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting.

Assessor requirements

Assessors must:

- hold the appropriate assessor competency standards as outlined in regulations; and
- be able to demonstrate vocational competencies at least to the level being assessed; and
- be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and assessor competence.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPHAR4204 Plan and coordinate fire salvage operations

Modification History

Release	Comment
1	Replaces equivalent unit FPIHAR4204B Plan and coordinate fire salvage operations, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format.

Application

This unit of competency describes the outcomes required to assess, plan and coordinate salvaging trees of a commercially viable size, immediately after fire in a forest or farm forest setting, before degradation and insect infestation occur. It includes directing tree fellers and trimmers.

The unit applies to Forestry Supervisor, Harvesting Supervisors.

No licensing, legislative, regulatory, or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Harvesting and Haulage

Elements and Performance Criteria

Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.*
1. Prepare for salvage operations	1.1 Analyse workplace health and safety (WHS), environmental and regulatory requirements for fire salvage operations. 1.2 Check and review work order with appropriate personnel. 1.3 Contact local authority and obtain salvage approval. 1.4 Select appropriate equipment for work requirements and check for

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	operational effectiveness in line with manufacturers recommendations.
2. Plan salvage operations	2.1 Determine location using map and grid references, obtain land ownings and establish boundaries 2.2 Investigate and report on topography including slope, elevation, contours and soil type 2.3 Assess environmental conditions and plan site preparation, access and operational activities. 2.4 Plan and instigate environmental protection practices for the landscape, soil and drainage. 2.5 Assess and report on extent of fire damage. 2.6 Estimate and report on commercial viability of tree harvest and extraction. 2.7 Produce and check a written plan for all fire salvage operations.
3. Coordinate salvage operations	3.1 Communicate plans for clearing, trimming and felling operations to harvesting personnel. 3.2 Direct track builders to form access in line with salvage plan. 3.3 Direct and monitor clearing of burnt scrub and dangerous limbs. 3.4 Monitor movement and whereabouts of personnel and modify work in line with WHS requirements. 3.5 Assess tree location and stability for conditions likely to affect safety of felling activities. 3.6 Direct fellers to fall designated trees in line with salvage plan and WHS requirements. 3.7 Monitor use of mechanical equipment to minimise carbon emissions. 3.8 Coordinate haulage of logs from site and ensure landscape is left in a safe and tidy condition to allow regeneration to occur.

Foundation Skills

This section describes those core and employment skills that are essential to performance and are not explicit in the performance criteria.	
Numeracy skills to:	• identify grid measurements on maps to calculate and determine boundaries • interpret topographical maps to identify slope and elevation of site

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	• complete routine calculations to estimate commercial viability of harvest.
Oral communication skills to:	• ask open and closed probe questions and actively listen to clarify: • contents of work plans • site personnel understanding of instructions • provide clear, unambiguous operational instructions to site personnel • use language and concepts appropriate to individual social and cultural differences.

Reading skills to:	• interpret:
	  • WHS and fire salvage procedures
	  • work plans
	  • topographic maps
	  • salvage approvals.

Writing skills to:	• complete detailed applications for salvage approvals • complete detailed and accurate reports on fire damage and commercial viability of tree harvest • document detailed and accurate fire salvage plans.
Planning and organising skills to:	• plan and coordinate all aspects of fire salvage operations.
Problem-solving skills to:	• identify operational, environmental and safety problems and implement appropriate responses.
Teamwork skills to:	• lead the team of site personnel to ensure efficient and safe tree harvest.
Technology skills to:	• use computers and software programs for documenting fire salvage plans • select equipment appropriate for the particular fire salvageoperation.

Range of Conditions

Not Applicable

Unit Mapping Information

FPIHAR4204B Plan and coordinate fire salvage operations

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Links

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Assessment Requirements for FWPHAR4204 Plan and coordinate fire salvage operations

Modification History

Release	Comment
1	Replaces equivalent unit FPIHAR4204 Plan and coordinate fire salvage operations, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format. Assessment requirements now specify the performance and knowledge evidence, as well as assessment conditions for this unit of competency. These sections simplify and replace components used in the previous unit format, including Required Skills and Knowledge, Evidence Guide and Range Statement

Performance Evidence

A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit. If a specific volume or frequency is not stated below, then evidence must be provided that the following requirements have been performed on at least one occasion:

- follow organisational policies and procedures relevant to planning and coordinating fire salvage operations
- estimate and report on the commercial viability of tree harvest and extraction for fire affected sites
- plan and coordinate fire salvage operations in line with community expectations and operational requirements
- coordinate personnel to follow planning, communications and scheduling for fire salvage operations
-

Knowledge Evidence

A person competent in this unit must be able to demonstrate knowledge of:

- content and application of applicable commonwealth, state, territory or local government regulations relevant to fire salvage operations
- environmental protection practices for forest and farm forest settings affected by fire:
  - safe disposal of waste material
  - cleaning of plant, tools and equipment

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    - recycling and re-use of timber with defects
    - minimising the impact of mechanical equipment on the environment
    - leaving the site in a safe and tidy condition to allow for regeneration
- sustainable forest management, at a basic level of understanding, and the role of salvaging fire affected trees in the recovery of fire damaged forests
- key impacts of fire on a forest site and effects on fire salvage operations:
    - characteristics of burnt trees
    - how fire has affected stability of trees
    - what fire has done to underlying scrub
    - how safe the forest is to enter
    - environmental hazards and risks to worker safety
- key processes in fire salvage operations:
    - planning and coordinating salvage operations
    - established chain of command for communication of information and instruction
    - methods to assess fire damaged trees
    - harvesting and extraction techniques for fire damaged trees
- types of equipment for trimming and felling fire damaged trees; their purpose, features and operation
- organisational standards, policies and procedures for the assessment, planning and coordination of fire salvage operations:
    - workplace health and safety specific to harvesting trees in fire damaged forests
    - environmental protection
    - recording and reporting on fire damage and commercial viability of tree harvest
    - documenting fire salvage plans

Assessment Conditions

The following resources must be made available:

- computers and software programs used for documenting fire salvage plans
- equipment for trimming and felling fire damaged trees
- personal protective equipment suitable for harvesting trees in fire damaged forests
- applicable commonwealth, state, territory or local government regulations relevant to fire salvage operations
- topographic maps for the site
- template reports for and reporting on fire damage and commercial viability of tree harvest
- template fire salvage plans
- organisational standards, policies and procedures for the assessment, planning and coordination of fire salvage operations
- a team of tree fellers and trimmers with whom the individual can interact.

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Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting.

Assessor requirements

Assessors must:

- hold the appropriate assessor competency standards as outlined in regulations; and
- be able to demonstrate vocational competencies at least to the level being assessed; and
- be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and assessor competence.
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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPHAR4205 Implement harvesting plans

Modification History

Release	Comment
1	Replaces equivalent unit FPIHAR4205B Implement harvesting plans, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format.

Application

This unit of competency describes the outcomes required to implement forest or farm forest harvesting plans for established coupes to maximise output and cost efficiencies.

The unit applies to job roles including Harvesting Supervisor, Harvesting Team Leader, Forestry Supervisor, Forestry Operations Supervisor, Arboriculture Supervisor, Farm Forestry Supervisor, Propagation and Stand Health Supervisor and Tree Farm Supervisor.

Licensing, legislative, regulatory, or certification requirements apply to this unit in some states & territories at the time of publication, and may differ according to jurisdiction.

Pre-requisite Unit

Nil

Unit Sector

Harvesting and Haulage

Elements and Performance Criteria

Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.*
1. Plan coupe harvesting	1.1 Access and interpret harvesting plan and check where required with appropriate personnel. 1.2 Calculate size of coupe and available timber. 1.3 Estimate equipment, human and other resource requirements. 1.4 Draw up personnel plans and schedules and notify coupe harvesting

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	date and location to employees. 1.5 Organise availability of appropriate equipment and ensure operational effectiveness. 1.6 Apply for planning permits.
2. Implement harvesting plans	2.1 Analyse and record forest type, topography and available species in line with harvesting plan. 2.2 Calculate gross area of coupe and determine nett area to be harvested. 2.3 Calculate and record volume estimates. 2.4 Implement and monitor operational activities including access, site preparation and environmental and workplace health and safety protection measures. 2.5 Contract cartage operators via tender and set cartage routes. 2.6 Produce, check and communicate schedule for harvesting.
3. Review harvesting work plan	3.1 Identify and evaluate problems encountered during harvesting and use information to enhance future planning. 3.2 Review and evaluate personnel and equipment efficiencies and use information to enhance future planning. 3.3 Identify and document environmental issues encountered during harvesting and feed into future planning processes. 3.4 Record harvesting plan implementation issues and report to appropriate personnel

Foundation Skills

This section describes those core and employment skills that are essential to performance and are not explicit in the performance criteria.	
Numeracy skills to:	• complete complex calculations involving gross and nett spatial areas, volumes of extraction and numbers of required equipment, human and other resources.
Oral communication skills to:	• ask open and closed probe questions and actively listen to clarify contents of harvest plans.
Reading skills to:	• interpret detailed harvesting plans and permit applications.
Writing skills to:	• complete detailed planning permit applications • document detailed and accurate work plans

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	• complete detailed and accurate reports on harvesting plan implementation issues.
Planning and organising skills to:	• plan and organise all operational activities for harvesting.
Problem-solving skills to:	• identify environmental and operational issues during implementation and identify improvements for future planning processes.
Self-management skills to:	• self-manage own timing and productivity to implement harvesting plans.
Technology skills to:	• use computers and software programs for documenting harvest work plans • select equipment appropriate for the particular harvesting operation.

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Range of Conditions

Not Applicable

Unit Mapping Information

FPIHAR4205B Implement harvesting plans

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPHAR4205 Implement harvesting plans

Modification History

Release	Comment
1	Replaces equivalent unit FPIHAR4205B Implement harvesting plans, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format. Assessment requirements now specify the performance and knowledge evidence, as well as assessment conditions for this unit of competency. These sections simplify and replace components used in the previous unit format, including 'Required Skills and Knowledge, Evidence Guide and Range Statement.

Performance Evidence

A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit. If a specific volume or frequency is not stated below, then evidence must be provided that the following requirements have been performed on at least one occasion:

- follow organisational policies and procedures relevant to implementing harvesting plans
- plan harvesting including
  - calculating timber
  - estimating and coordinating resources and equipment
  - obtaining planning permits
- implement harvesting plans including
  - calculating and reporting volume estimates
  - ensuring environmental protection requirements are adhered to
  - estimating and coordinating resources and equipment
  - tendering and issuing harvesting and cartage contracts
- reviewing harvesting plans

Knowledge Evidence

A person competent in this unit must be able to demonstrate knowledge of:

- planning permit application and approval processes
- harvesting and extraction methods
- harvesting volume calculations and aspects

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- key features of operational issues for harvesting coupes:
  - site preparation
  - operation of landings and snig tracks
  - cartage operations
- environmental hazards and protection measures:
  - minimising temporary, short-term, long-term and permanent damage to natural vegetation and landscape
  - soil and water protection
  - safe disposal of waste material
  - cleaning of plant, tools and equipment
- workplace health and safety hazards, risks and control measures
- fire protection requirements
- wet weather operations and restrictions
- types of equipment used for harvest operation; their purpose, features and operation
- types of personnel used for harvest operations; an overview of job roles
- organisational standards, policies and procedures for harvest operations:
- documenting harvest work plans
- communication reporting lines
- recording and reporting harvest plan implementation issues.

Assessment Conditions

The following resources must be made available:

- computers and software programs used for documenting harvest work plans
- information on planning permits and application forms
- harvest plan with specific details for the coupe
- template harvest work plans
- organisational standards, policies and procedures for harvest operations

Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting.

Assessor requirements

Assessors must:

- hold the appropriate assessor competency standards as outlined in regulations; and
- be able to demonstrate vocational competencies at least to the level being assessed; and
- be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and assessor competence.

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FWPHAR5201 Design harvesting plans

Modification History

Release	Comment
1	Replaces equivalent unit FPIHAR5201B Design harvesting plans, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format.

Application

This unit of competency describes the outcomes required to design forest or farm forest harvesting plans for established coupes to maximise output and cost efficiencies across multiple coupes in a number of locations.

No licensing, legislative, regulatory, or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Harvesting and Haulage

Forest Growing and Management

Elements and Performance Criteria

Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.*
1. Prepare for coupe harvest design	1.1 Analyse workplace health and safety (WHS), environmental and regulatory requirements for the design and operation of harvest activities. 1.2 Determine coupe locations using map and grid references and

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	establish boundaries. 1.3 Identify local authority coverage, approved land use zonings and apply for additional approvals. 1.4 Obtain land ownings. 1.5 Analyse and consider ramifications of environmental issues documented in previous harvesting plans.
2. Design harvesting plans	2.1 Analyse and record topography, forest types and available species. 2.2 Calculate gross area of each coupe and determine nett area to be harvested. 2.3 Calculate and record volume estimates for each coupe. 2.4 Analyse and calculate harvesting and cartage requirements. 2.5 Assess environmental conditions and plan site preparation, access and operational activities. 2.6 Produce, check and communicate written harvesting plans in line with organisational formats and procedures.
3. Review harvesting plans	3.1 Review harvesting plans with other harvest plan designers. 3.2 Test and modify harvesting plans to suit each coupe. 3.3 Record and report final harvesting plans to appropriate personnel.

Foundation Skills

This section describes those core and employment skills that are essential to performance and are not explicit in the performance criteria.	
Learning skills to:	• collaborate with and consider feedback and advice from other harvest plan designers.
Numeracy skills to:	• identify grid measurements on maps to determine coupe locations and calculate boundaries • interpret topographical maps to identify slope and elevation of site • complete calculations involving gross and nett spatial areas, volumes of extraction and weight for cartage.

Oral communication skills to:	• clearly represent harvest plans to other harvest plan designers
	• ask questions and actively listen to:
	  • engage in a collaborative process with other harvest plan designers to generate and refine ideas
	  • seek feedback on proposed plan inclusions.

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Reading skills to:	• interpret:
	  • regulatory and environmental information affecting harvest plans
	  • local authority zoning and approval documents
	  • topographic maps.

Writing skills to:	• complete detailed approval applications • document detailed and accurate harvesting plans.
Initiative and enterprise skills to:	• initiate and determine the most time and cost effective plan for harvesting.
Planning and organising skills to:	• plan and organise collection of all required information and manage own timing and productivity to complete plans within deadlines
Problem-solving skills to:	• identify environmental and operational issues during planning and make appropriate modifications to plans.
Self-management skills to:	• self-manage completion of harvesting plans from inception through to documenting final plans.
Teamwork skills to:	• work as part of a team to develop plans and provide feedback and advice to other harvest plan designers
Technology skills to:	• use computers and software programs for documenting harvest plans.

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Range of Conditions

Not Applicable

Unit Mapping Information

FPIHAR5201B Design harvesting plans

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPHAR5201 Design harvesting plans

Modification History

Release	Comment
1	Replaces equivalent unit FPIHAR5201B Design harvesting plans, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format. Assessment requirements now specify the performance and knowledge evidence, as well as assessment conditions for this unit of competency. These sections simplify and replace components used in the previous unit format, including Required Skills and Knowledge, Evidence Guide and Range Statement.

Performance Evidence

A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit. If a specific volume or frequency is not stated below, then evidence must be provided that the following requirements have been performed on at least one occasion:

- design and produce harvesting plans for coupes
- participate in the review and modification of harvesting plans produced by other harvest plan designers.
-

Knowledge Evidence

A person competent in this unit must be able to demonstrate knowledge of:

- content and application of applicable commonwealth, state, territory or local government regulations and codes of practice relevant to harvest operations
- principles of harvest planning and contents of plans
- land use zoning and land owning approval processes
- harvesting and extraction methods
- key features of operational issues for harvesting coupes:
  - site preparation
  - operation of landings and snig tracks
  - cartage operations
  - environmental hazards and protection practices:

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    - minimising temporary, short-term, long-term and permanent damage to natural vegetation and landscape
    - soil and water protection
    - safe disposal of waste material
    - cleaning of plant, tools and equipment
  - workplace health and safety hazards, risks and control measures
  - fire protection requirements
  - wet weather operations and restrictions
- organisational standards, policies and procedures for the design and operation of harvest activities:
  - workplace health and safety for harvesting operations
  - environmental protection
  - documenting harvesting plans
  - communication reporting lines for plan content.
  -

Assessment Conditions

The following resources must be made available:

- computers and software programs used for documenting harvesting plans
- applicable commonwealth, state, territory or local government regulations and codes of practice relevant to harvest operations
- topographic maps for the site
- information on land use zonings and application forms
- template harvesting plans
- organisational standards, policies and procedures for the design and operation of harvest activities
- a team of harvest plan designers with whom the individual can interact.

Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting.

Assessor requirements

Assessors must:

- hold the appropriate assessor competency standards as outlined in regulations; and
- be able to demonstrate vocational competencies at least to the level being assessed; and
- be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and assessor competence.
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FWPSAW2201 Grade round poles and debarked logs

Modification History

Release	Comment
1	Replaces equivalent unit FPISAW2201B Grade round poles and debarked logs, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format.

Application

This unit of competency describes the outcomes required to visually evaluate pole and log characteristics and defects for classification into varying strength and appearance grades. It includes sorting poles and logs, and marking material in line with grade and on-site distribution.

The unit applies to job roles including Kiln Worker, Timber Grader, Treatment Plant Worker, Production Worker and Sawmill Worker.

No licensing, legislative, regulatory, or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Sawmilling and Processing

Elements and Performance Criteria

Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.*
1. Prepare for grading, sorting and marking	1.1 Review and check work order. 1.2 Identify site procedures for grading and sorting poles and debarked logs.

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	1.3 Locate type and quantity of poles and debarked logs to be graded, sorted and marked. 1.4 Select equipment for grading and check for operational effectiveness.
2. Grade, sort and mark poles and debarked logs	2.1 Visually assess length and diameter of poles or logs. 2.2 Review industry standards for ranges for sorting. 2.3 Identify material characteristics and defects of each pole or log against industry standards for grade type. 2.4 Measure, record and report moisture content. 2.5 Mark defects for docking. 2.6 Mark and sort material for grade classification, using markers or stickers that are easily interpretable 2.7 Record and report grading outcomes and distribution problems.
3. Distribute material	3.1 Move poles or logs to planned storage or processing operations. 3.2 Dispose of sub-standard material in line with site procedures and environmental requirements. 3.3 Monitor the movement of on-site movement of material and ensure intended flow is achieved. 3.4 Follow site procedures for labelling storage locations.

Foundation Skills

This section describes those core and employment skills that are essential to performance and are not explicit in the performance criteria.	
Numeracy skills to:	• count and measure poles or debarked logs and their moisture content.
Reading skills to:	• follow site procedures.
Writing skills to:	• record and report on grading outcomes.

Range of Conditions

Not Applicable

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Unit Mapping Information

FPISAW2201B Grade round poles and debarked logs

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPSAW2201 Grade round poles and debarked logs

Modification History

Release	Comment
1	Replaces equivalent FPISAW2201B Grade round poles and debarked logs, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format. Assessment requirements now specify the performance and knowledge evidence, as well as assessment conditions for this unit of competency. These sections simplify and replace components used in the previous unit format, including 'Required Skills and Knowledge, Evidence Guide and Range Statement.

Performance Evidence

A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit. If a specific volume or frequency is not stated below, then evidence must be provided that the following requirements have been performed on at least one occasion:

- follow organisational policies and procedures relevant to grading round poles and debarked logs
- efficiently and safely grade, sort and mark poles and debarked logs with varying moisture content and of varying size and length and colour in readiness for storage and/or processing
- accurately identify defects in poles and debarked logs poles and debarked logs
- distribute poles and debarked logs on site using designated equipment
- follow site procedures to accurately record and report information
- safely use moving and lifting equipment
- safely dispose of waste material
- follow procedures for storage and labelling.
-

Knowledge Evidence

A person competent in this unit must be able to demonstrate knowledge of:

- types of equipment used for grading and marking round poles and debarked logs, and their maintenance requirements including:
  - measuring equipment
  - moisture meters

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    - lifting equipment for the movement of poles or logs
- moisture content of poles and logs
- types of defects in poles and debarked logs, including:
    - warp
    - wane
    - curvature
    - shakes
    - insect defects
    - knots
    - resin pockets
- methods and equipment for moving poles and debarked logs, which includes:
    - conveyor belt systems
    - track systems
    - lifting equipment
    - fork lifts
    - slings
    - lifting/moving frames
    - trolley jacks
    - gantry cranes
    - dozers
    - loaders
    - manual handling
- methods of visual estimation, grading, colour identification and tagging
- sorting, marking and distribution processes
- industry standard diameters and lengths
- storage systems and labelling
- procedures for recording and reporting workplace information.
-

Assessment Conditions

The following resources must be made available:

- organisational policies and procedures relevant to grading round poles and debarked logs
- poles or debarked logs of different size and type
- equipment for moving poles or debarked logs
- site procedures for poles or debarked logs
- relevant personnel for the purposes of communicating information
- documents, spreadsheets and commonly used proforma documents
- personal protective equipment suitable for grading round poles and debarked logs

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Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting.

Assessor requirements

Assessors must:

- hold the appropriate assessor competency standards as outlined in regulations; and
- be able to demonstrate vocational competencies at least to the level being assessed; and
- be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and assessor competence.
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Links

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FWPSAW2202 Sort boards manually

Modification History

Release	Comment
1	Replaces equivalent unit FPISAW2202B Sort boards manually, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format.

Application

This unit of competency describes the outcomes required to conduct manual sorting operations to process and store boards of varying sizes. Work is completed in a forest products factory setting.

The unit applies to job roles including Kiln Worker, Timber Grader, Treatment Plant Worker, Production Worker and Sawmill Worker.

No licensing, legislative, regulatory, or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Sawmilling and Processing

Elements and Performance Criteria

Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.*
1. Prepare for sorting	1.1 Review work order and where required check with appropriate personnel. 1.2 Select appropriate equipment and personal protective equipment and check for operational effectiveness. 1.3 Identify type and quantity of boards for sorting and obtain from

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	storage location. 1.4 Plan sorting process in line with work order.
2. Sort boards	2.1 Follow organisational safety procedures throughout all sorting and distribution processes. 2.2 Identify board cross-sections, lengths and grades and allocate to storage bins or trays. 2.3 Assess board characteristics and defects visually. 2.4 Dispose of or recycle sub-standard boards in line with environmental protection practices or mark for docking. 2.5 Direct boards to subsequent operations in line with size and grade, maintaining material flow. 2.6 Check sorting to ensure board sizes are consistent with visual assessment. 2.7 Check operation of conveyors and bins regularly to ensure supply of boards to downstream processing. 2.8 Identify routine processing and equipment faults and resolve or report to appropriate personnel.
3. Distribute material	3.1 Move boards to storage location or transfer in line with work order. 3.2 Reject and dispose of sub-standard material in line with environmental protection practices. 3.3 Label storage locations in line with organisational procedures.

Foundation Skills

This section describes those core and employment skills that are essential to performance and are not explicit in the performance criteria.	
Numeracy skills to:	• identify quantities of required material within work orders and count amounts.
Oral communication skills to:	• ask open and closed probe questions and actively listen to clarify contents of work orders.
Reading skills to:	• interpret detailed workplace health and safety and other organisational procedures • interpret detailed work orders.
Writing skills to:	• accurately record information on storage labels • complete accurate basic records for processing and equipment faults.

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Planning and organising skills to:	• efficiently and logically sequence the stages of sorting and distribution using work order to guide activities.
Problem-solving skills to:	• identify and dispose of sub-standard materials • recognise faulty equipment and resolve by reporting or rectifying.
Technology skills to:	• select and use appropriate personal protective equipment for sorting and distributing boards • efficiently and safely distribute boards on conveyers and monitor their operation.

Range of Conditions

Not Applicable

Unit Mapping Information

FPISAW2202B Sort boards manually

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPSAW2202 Sort boards manually

Modification History

Release	Comment
1	Replaces equivalent unit FPISAW2202B Sort boards manually, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format. Assessment requirements now specify the performance and knowledge evidence, as well as assessment conditions for this unit of competency. These sections simplify and replace components used in the previous unit format, including 'Required Skills and Knowledge, Evidence Guide and Range Statement.

Performance Evidence

A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit. If a specific volume or frequency is not stated below, then evidence must be provided that the following requirements have been performed on at least one occasion:

- follow organisational policies and procedures relevant to sorting boards manually
- conduct manual sorting in readiness for allocation of boards to storage or downstream operations
- using transfer sorting equipment to distribute boards

Knowledge Evidence

A person competent in this unit must be able to demonstrate knowledge of:

- sorting techniques and procedures
- grading markings and quality standards
- storage systems and labelling
- environmental protection practices for forest products factory settings:
  - disposing of, recycling and reusing timber
  - safe disposal of waste material
  - minimising carbon emissions
  - cleaning of plant, tools and equipment
- range of characteristics used to manually sort timber boards including:
  - type
  - finish quality

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    - timber defects
    - length
    - width
    - thickness
- range of industry-standard timber types and visual characteristics including:
    - native timber species
    - imported timber species
    - dressed timber
    - in-the-rough timber
    - stress and non-stress graded timber
    - preservative treated timber
- typical timber defects and how they affect ability to produce a quality finished product including:
    - incorrect moisture content
    - warp
    - wane
    - cupping
    - shakes
    - insect defects
    - knots
    - resin pockets
- range of industry standard lengths, cross sections, appearance grades and applicable terminology
- markings used on timber boards to identify grade
- typical work flow processes used to manually sort boards
- typical flow of timber board supply in and out of the sorting area
- typical industry and organisation specific storage layout and typical storage categories for timber boards
- methods to label timber in storage locations and common terms used
- purpose, features and operation of equipment used for sorting boards manually:
    - conveyor belt systems
    - track systems
    - different types of lifting equipment including:
        - fork lifts
        - slings
        - trolley jacks
        - gantry cranes
        - loaders
- organisational procedures specific to sorting boards manually:
    - workplace health and safety with particular emphasis use of personal protective and other equipment

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- communication reporting lines
- recording and reporting processing and equipment faults.

Assessment Conditions

The following resources must be made available:

- organisational policies and procedures for sorting boards manually
- a selection of boards for sorting
- conveyors and transfer equipment
- lifting equipment including:
- fork lifts
- slings
- trolley jacks
- gantry cranes
- loaders
- storage racks and bins
- personal protective equipment suitable for sorting boards manually
- manufacturers' instructions and recommendations for use of equipment
- work order with specific instructions for board sorting requirements
- template documents for recording processing and equipment faults and labelling storage locations

Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting.

Assessor requirements

Assessors must:

- hold the appropriate assessor competency standards as outlined in regulations; and
- be able to demonstrate vocational competencies at least to the level being assessed; and
- be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and assessor competence.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPSAW2203 Sort boards mechanically

Modification History

Release	Comment
1	Replaces equivalent unit FPISAW2203B Sort boards mechanically, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format.

Application

This unit of competency describes the outcomes required to set up, operate and maintain a mechanical sorting machine to process boards of varying sizes. Work is completed in a forest products factory setting.

The unit applies to Sawmill Worker, Production Worker, Timber Grader.

No licensing, legislative, regulatory, or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Sawmilling and Processing

Elements and Performance Criteria

Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.*
1. Prepare for sorting	1.1 Review work order and where required check with appropriate personnel. 1.2 Select appropriate equipment and personal protective equipment and check for operational effectiveness. 1.3 Identify type and quantity of boards for sorting and obtain from storage location.

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	1.4 Plan sorting process in line with work order.
2. Set up board equipment	2.1 Complete pre start-up equipment checks to ensure operational effectiveness. 2.2 Use equipment in line with organisational safety procedures, manufacturer's instructions and environmental protection practices. 2.3 Identify board cross-sections, lengths and grades, and plan set size discriminations and timber flow. 2.4 Set up and start program linking board sizes to storage bins or trays and adjust to optimise storage space and operational effectiveness. 2.5 Check and correct operation of machine, gates, conveyors and bins regularly.
3. Co-ordinate material flow	3.1 Direct boards to subsequent operations in line with size and grade, maintaining material flow. 3.2 Inspect and monitor machine performance visually to ensure board sizes are consistent with machine settings. 3.3 Reject and dispose of sub-standard material in line with environmental protection practices. 3.4 Identify routine processing and equipment faults and resolve or report to appropriate personnel.
4. Complete operator maintenance	4.1 Follow organisational safety procedures to lock out equipment. 4.2 Clean and check size identification mechanisms, photo electric cells and reflectors or other switching systems. 4.3 Keep machine clear of dust and debris in line with organisational safety procedures.

Foundation Skills

This section describes those core and employment skills that are essential to performance and are not explicit in the performance criteria.	
Numeracy skills to:	• identify quantities of required material within work orders and count amounts • read basic numerical machine settings and set machine for dimensions and grades.
Oral communication skills to:	• ask open and closed probe questions and actively listen to clarify contents of work orders.
Reading skills to:	• interpret:

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	• workplace health and safety and other organisational procedures • work orders • manufacturers' instructions.
Writing skills to:	• complete accurate basic records for processing and equipment faults.
Planning and organising skills to:	• efficiently and logically sequence the stages of sorting and distribution using work order to guide activities.
Problem-solving skills to:	• identify and dispose of sub-standard materials • identify machine sorting errors and make adjustments for correct sorting of boards • recognise faulty equipment and resolve by reporting or rectifying.
Technology skills to:	• select and use appropriate personal protective equipment for sorting and distributing boards • efficiently and safely operate and monitor mechanical sorting machine.

Range of Conditions

Not Applicable

Unit Mapping Information

FPISAW2203B Sort boards mechanically

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPSAW2203 Sort boards mechanically

Modification History

Release	Comment
1	Replaces equivalent FPISAW2203B Sort boards mechanically, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format. Assessment requirements now specify the performance and knowledge evidence, as well as assessment conditions for this unit of competency. These sections simplify and replace components used in the previous unit format, including Required Skills and Knowledge, Evidence Guide and Range Statement

Performance Evidence

A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit. If a specific volume or frequency is not stated below, then evidence must be provided that the following requirements have been performed on at least one occasion:

- follow organisational policies and procedures relevant to sorting boards mechanically
- operate mechanical sorting equipment in readiness for allocation of timber to storage or downstream operations
- accurately set mechanical sorting equipment parameters
- conduct operator maintenance on mechanical sorting equipment

Knowledge Evidence

A person competent in this unit must be able to demonstrate knowledge of:

- sorting procedures and mechanical sorting techniques
- grading markings and quality standards
- environmental protection practices for forest products factory settings:
  - reducing water and energy use
  - disposing of, recycling and reusing timber
- range of characteristics used to sort timber boards:
  - type
  - finish quality
  - timber defects
  - length

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    - width
    - thickness
- range of industry-standard timber types and visual characteristics:
    - native timber species
    - imported timber species
    - dressed timber
    - in-the-rough timber
    - stress and non-stress graded timber
    - preservative treated timber
- typical timber defects and how they affect ability to produce a quality finished product:
    - incorrect moisture content
    - warp
    - wane
    - cupping
    - shakes
    - insect defects
    - knots
    - resin pockets
- range of industry standard lengths, cross sections, appearance grades and applicable terminology
- markings used on timber boards to idendify grade
- typical work flow processes used to mechanically sort boards
- typical flow of timber board supply in and out of the sorting area
- typical industry and organisation specific storage layout and typical storage categories for timber boards
- purpose, features and operation of equipment used for sorting board mechanically:
    - computer based program for sorting boards
    - mechanical sorting machine and conveyor belt system
    - storage racks and bins
- organisational procedures specific to sorting boards mechanically:
    - workplace health and safety with particular emphasis use of personal protective and other equipment
    - communication reporting lines
    - recording and reporting processing and equipment faults.

Assessment Conditions

The following resources must be made available:

- mechanical sorting machine
- storage racks and bins
- a selection of boards for sorting

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- personal protective equipment suitable for sorting boards mechanically
- manufacturers' instructions and recommendations for use of equipment
- work order with specific instructions for board sorting requirements
- template documents for recording processing and equipment faults
- organisational policies and procedures for sorting boards mechanically.

Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting.

Assessor requirements

Assessors must:

- hold the appropriate assessor competency standards as outlined in regulations; and
- be able to demonstrate vocational competencies at least to the level being assessed; and
- be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and assessor competence.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPSAW2204 Dock boards with mechanical feed

Modification History

Release	Comment
1	Replaces equivalent unit FPISAW2204B Dock boards with mechanical feed, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format.

Application

This unit of competency describes the outcomes required to dock material to length with a power driven saw and the aid of a mechanical feed which is monitored for flow problems. Work is completed in a forest products factory setting and includes operator maintenance.

The unit applies to Sawmill Worker, Production Worker, Timber Grader.

No licensing, legislative, regulatory, or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Sawmilling and Processing

Elements and Performance Criteria

Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.*
1. Prepare for docking	1.1 Review work order and where required check with appropriate personnel. 1.2 Select appropriate personal protective and other equipment and check for operational effectiveness. 1.3 Plan board cutting pattern and saw set-up sequences in line with

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	work order.
2. Dock boards to length	2.1 Use equipment in line with organisational safety procedures, manufacturer's instructions and environmental protection practices. 2.2 Mark boards and set stops for cutting. 2.3 Follow docking sequence to produce required quantity. 2.4 Check cuts for length and grade within set tolerance. 2.5 Dispose of incorrect cuts, off-cuts and sub-standard boards in line with environmental protection practices. 2.6 Monitor mechanical feed systems regularly for material flow problems and clear blockages. 2.7 Stack material in designated location safely, in line with work order. 2.8 Identify routine processing problems and resolve or report to appropriate personnel.
3. Complete operator maintenance	3.1 Follow organisational safety procedures to lock out equipment. 3.2 Check saw blades for bluntness or damage. 3.3 Remove and replace saw blades in line with manufacturer's recommendations. 3.4 Dispose of used blades in line with environmental protection practices. 3.5 Complete basic non-specialist maintenance for equipment. 3.6 Keep machine clear of dust and debris in line with organisational safety procedures. 3.7 Record and report equipment faults and maintenance requirements to appropriate personnel.

Foundation Skills

This section describes those core and employment skills that are essential to performance and are not explicit in the performance criteria.	
Numeracy skills to:	• identify quantities of required material within work orders and count number of boards to be cut • measure board length and cut within tolerances.
Oral communication skills to:	• ask open and closed probe questions and actively listen to clarify contents of work orders.

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Reading skills to:	• interpret:
	  • workplace health and safety and other organisational procedures
	  • work orders
	  • manufacturers' instructions and maintenance recommendations.

Writing skills to:	• complete accurate basic records for equipment faults and maintenance requirements.
Planning and organising skills to:	• efficiently and logically sequence the stages of preparation and production using work order to guide activities.
Problem-solving skills to:	• identify and dispose of incorrect cuts and sub-standard boards • identify processing problems and faulty equipment and resolve by reporting or rectifying
Technology skills to:	• select and use appropriate personal protective equipment for docking boards • select use and maintain appropriate saws for docking boards • accurately identify and replace blunt or damaged saw blades.

Range of Conditions

Not Applicable

Unit Mapping Information

FPISAW2204B Dock boards with mechanical feed

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPSAW2204 Dock boards with mechanical feed

Modification History

Release	Comment
1	Replaces equivalent unit FPISAW2204B Dock boards with mechanical feed, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format. Assessment requirements now specify the performance and knowledge evidence, as well as assessment conditions for this unit of competency. These sections simplify and replace components used in the previous unit format, including Required Skills and Knowledge, Evidence Guide and Range Statement

Performance Evidence

A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit. If a specific volume or frequency is not stated below, then evidence must be provided that the following requirements have been performed on at least one occasion:

- follow organisational policies and procedures docking boards with mechanical feed
- dock boards with mechanical feed in line with prescribed organisational tolerances
- stack batches of cut material in storage locations according to common size, length and angle in line with organisational requirements and OHS regulations
- complete these types of maintenance on a docking saw:
- cleaning the machine of wood chips and sawdust
- replacing blunt saw blades
- inspecting machine parts for wear or damage, including guards
- greasing and lubricating moving parts
- checking the operation of emergency stop buttons and lock out systems.

Knowledge Evidence

A person competent in this unit must be able to demonstrate knowledge of:

- characteristics of timber and timber features
- typical work flow processes for docking boards with mechanical feed
- cutting patterns for single cuts requiring one cutting pass
- environmental protection practices for forest products factory settings:

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    - reducing water and energy use
    - cleaning plant, tools and equipment
    - disposing of, recycling and reusing timber
- typical timber defects and how they affect ability to produce quality sawn boards:
    - warp
    - wane
    - cupping
    - shakes
    - insect defects
    - knots
    - resin pockets
- range of industry standard lengths, cross sections and tolerances and applicable terminology
- range of feed rates and how they affect production output and finished quality of boards
- storage layout and categories for stacking finished materials
- purpose, features and operation of equipment used to dock boards with mechanical feed:
    - measuring equipment
    - mechanical feed systems
    - power operated manually controlled docking and trimming saws:
        - saws with adjustable angle
        - saws with one blade
        - radial arm saws
        - table saws
        - bench saws
        - saws with automatic feed
    - maintenance tools and equipment for saws
- methods for assessing saw blade condition
- organisational procedures specific to docking boards with mechanical feed:
    - workplace health and safety with particular emphasis on equipment lock out and use of personal protective equipment
    - communication reporting lines
    - recording and reporting processing problems and equipment faults.

Assessment Conditions

The following resources must be made available:

- tools and equipment used to dock boards with mechanical feed:
    - measuring equipment
    - mechanical feed systems
    - one or more of the following power operated manually controlled docking and trimming saws:

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    - saws with adjustable angle
    - saws with one blade
    - radial arm saws
    - table saws
    - bench saws
    - saws with automatic feed
- maintenance tools and equipment for saws
- consumable saw blades
- personal protective equipment suitable for docking boards with mechanical feed
- a selection of timber to be docked
- manufacturers':
    - instructions for equipment use
    - recommendations for repairing and maintaining equipment
- work order with specific instructions for cutting timber
- template documents for recording equipment faults and maintenance requirements
- relevant personnel for the purposes of communicating information
- organisational policies and procedures for docking boards with mechanical feed.

Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting.

Assessor requirements

Assessors must:

- hold the appropriate assessor competency standards as outlined in regulations; and
- be able to demonstrate vocational competencies at least to the level being assessed; and
- be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and assessor competence.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPSAW2206 De-stack seasoning racks

Modification History

Release	Comment
1	Replaces equivalent unit FPISAW2206B De-stack seasoning racks, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format.

Application

This unit of competency describes the outcomes required to assess and control dried boards, separate them from seasoning racks, and monitor their use and supply for the timber dressing process. Work is completed in a forest products factory setting.

The unit applies to Sawmill Worker, Production Worker, Kiln Worker.

No licensing, legislative, regulatory, or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Sawmilling and Processing

Elements and Performance Criteria

Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.*
1. Prepare for de-stacking	1.1 Review work order and where required check with appropriate personnel. 1.2 Select appropriate personal protective and other equipment and check for operational effectiveness in line with manufacturer's recommendations. 1.3 Identify type and quantity of boards for de-stacking and plan de-stacking process in line with work order.

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2. De-stack racks	2.1 Assess boards visually for type, size and quality. 2.2 Measure moisture content of boards and approve for de-stacking. 2.3 Load racks onto separation equipment in line with organisational safety procedures. 2.4 Separate and load boards onto conveyor systems. 2.5 Remove bearers, spacing stick and other protective timber from boards and store for return to stacking area. 2.6 Reject and dispose of sub-standard materials in line with environmental protection practices. 2.7 Keep de-stacking area clear of timber scraps and dispose of these in line with environmental protection practices.
3. Monitor board usage and maintain supply	3.1 Monitor conveyor transfer procedures and keep free from blockages. 3.2 Supply racks to board separation equipment and maintain consistent dressing size and species in line with work order. 3.3 Receive changes to dressing process size and change board supply accordingly. 3.4 Monitor changeover points in line with organisational procedures. 3.5 Identify routine processing supply and equipment faults and resolve or report to appropriate personnel.

Foundation Skills

This section describes those core and employment skills that are essential to performance and are not explicit in the performance criteria.	
Numeracy skills to:	• identify quantities of required materials within work orders and count finished numbers • complete routine measurements of timber moisture content.
Oral communication skills to:	• ask open and closed probe questions and actively listen to clarify contents of work orders.
Reading skills to:	• interpret: • workplace health and safety and other organisational procedures • work orders • manufacturers' recommendations • changed orders for dressing process size.

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Writing skills to:	• complete accurate basic records for processing and equipment faults.
Planning and organising skills to:	• efficiently and logically sequence the stages of preparation and de-stacking work using work order to guide activities • respond to changes in orders by adjusting planned activities.
Problem-solving skills to:	• identify and dispose of defective materials • recognise faulty equipment and resolve by reporting or rectifying.
Technology skills to:	• select and use appropriate personal protective and other equipment for de-stack seasoning racks.

•
•

Range of Conditions

Not Applicable

Unit Mapping Information

FPISAW2206B De-stack seasoning racks

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPSAW2206 De-stack seasoning racks

Modification History

Release	Comment
1	Replaces equivalent unit FPISAW2206B De-stack seasoning racks, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format. Assessment requirements now specify the performance and knowledge evidence, as well as assessment conditions for this unit of competency. These sections simplify and replace components used in the previous unit format, including Required Skills and Knowledge, Evidence Guide and Range Statement

Performance Evidence

A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit. If a specific volume or frequency is not stated below, then evidence must be provided that the following requirements have been performed on at least one occasion:

- follow organisational policies and procedures relevant to de-stacking seasoning racks
- de-stack seasoning racks in readiness for allocation of timber to storage or downstream operations including:
  - breaking down seasoning racks, moisture testing the boards and visually assessing their appearance quality
  - separating the boards from the rack bearers and spacing sticks
- accurately set board separation equipment parameters
- supply de-stacked timber for the dressing process

Knowledge Evidence

A person competent in this unit must be able to demonstrate knowledge of:

- purpose, features and operation of equipment used for drying timber:
  - seasoning racks:
    - air seasoning or kiln seasoning racks
    - timber, steel or mobile racks with bearers and spacing sticks
  - mechanical board separation machine and conveyor system
  - moisture probes

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- de-stacking techniques
- markings used on timber boards to identify grade
- methods used to measure moisture content of timber
- typical work flow processes used to de-stack seasoning racks
- typical flow of timber board supply in and out of the de-stacking area
- storage systems and labelling
- range of characteristics used to visually assess timber boards:
  - type
  - finish quality
  - timber defects
  - length
  - width
  - thickness
- environmental protection practices for forest products factory settings:
  - cleaning of plant, tools and equipment
  - reducing water and energy use
  - disposing of, recycling and reusing timber
  - disposal of waste material
- range of industry-standard timber types and visual characteristics:
  - native timber species
  - imported timber species
  - dressed timber
  - in-the-rough timber
  - stress and non-stress graded timber
  - preservative treated timber
- typical timber defects and how they affect ability to produce a quality finished product:
  - incorrect moisture content
  - warp
  - wane
  - cupping
  - shakes
  - insect defects
  - knots
  - resin pockets
- range of industry standard lengths, cross sections, appearance grades and applicable terminology
- organisational procedures specific to de-stacking seasoning racks:
  - workplace health and safety with particular emphasis use of personal protective and other equipment
  - communication reporting lines

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- recording and reporting processing and equipment faults.
-

Assessment Conditions

The following resources must be made available:

- seasoning racks:
  - air seasoning or kiln seasoning racks
  - timber, steel or mobile racks with bearers and spacing sticks
- mechanical board separation machine with conveyor system
- moisture probes
- a selection of boards
- personal protective equipment suitable for de-stacking seasoning racks
- manufacturers' instructions and recommendations for use of equipment
- work order with specific instructions for separation and supply of timber
- template documents for recording processing and equipment faults
- organisational policies and procedures for de-stacking seasoning racks.

Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting.

Assessor requirements

Assessors must:

- hold the appropriate assessor competency standards as outlined in regulations; and
- be able to demonstrate vocational competencies at least to the level being assessed; and
- be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and assessor competence.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPSAW2208 Split wood products

Modification History

Release	Comments
Release 2	This version released with FWP Forest and Wood Products Training Package Version 3.0.
Release 1	This version released with FWP Forest and Wood Products Training Package Version 2.0.

Application

This unit of competency describes the outcomes required to use a saw or hydraulic ram to convert wood into two or more pieces to produce split posts or firewood. Work is completed in forest products factories which produce fencing components, landscaping supplies and commercial firewood.

The unit applies to Sawmill Worker, Production Worker, Timber Products Worker.

No licensing, legislative, regulatory, or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Sawmilling and Processing

Elements and Performance Criteria

Element *Elements describe the essential outcomes.*	**Performance Criteria** *Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.*
1. Prepare for splitting	1.1 Review work order and where required check with appropriate personnel.

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	1.2 Identify type and quantity of products for splitting. 1.3 Select appropriate personal protective and other equipment and check for operational effectiveness 1.4 Plan splitting process in line with work order.
2. Split wood products	2.1 Use equipment in line with organisational safety procedures, manufacturer's instructions and environmental protection practices. 2.2 Feed material into machine at feed rate to optimise production output and quality. 2.3 Maintain splitting process and adjust to maximise feed rate, desired quality and output. 2.4 Reject and dispose of sub-standard material in line with environmental protection practices. 2.5 Direct processed wood to designated area in line with work order. 2.6 Identify routine processing problems and resolve or report to appropriate personnel.
3. Complete operator maintenance	3.1 Follow organisational safety procedures to lock out equipment. 3.2 Check saw blades for bluntness or damage. 3.3 Remove and replace saw blades in line with manufacturer's recommendations. 3.4 Dispose of used blades in line with environmental protection practices. 3.5 Complete basic non-specialist maintenance for equipment. 3.6 Keep machine clear of dust and debris in line with organisational safety procedures. 3.7 Record and report equipment faults and maintenance requirements to appropriate personnel.

Foundation Skills

This section describes those core and employment skills that are essential to performance and are not explicit in the performance criteria.	
Numeracy skills to:	• identify quantities of required material within work orders and count number of items to be split • calculate the feed rate to optimise quality and quantity of production output.
Oral communication	• ask open and closed probe questions and actively listen to clarify contents of work orders.

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skills to:	

Reading skills to:	• interpret:
	  • workplace health and safety and other organisational procedures
	  • work orders
	  • manufacturers' instructions and maintenance recommendations.

Writing skills to:	• complete accurate basic records for equipment faults and maintenance requirements.
Planning and organising skills to:	• efficiently and logically sequence the stages of preparation and production using work order to guide activities.
Problem-solving skills to:	• identify and dispose of sub-standard material • identify processing problems and faulty equipment and resolve by reporting or rectifying.
Technology skills to:	• select and use appropriate personal protective equipment for splitting wood products • select, use and maintain appropriate saws for splitting wood products • accurately identify and replace blunt or damaged saw blades.

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FWPSAW2208 Split wood products Release 2	FWPSAW2208 Split wood products Release 1	Minor typographical errors corrected.	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPSAW2208 Split wood products

Modification History

Release	Comments
Release 2	This version released with FWP Forest and Wood Products Training Package Version 3.0.
Release 1	This version released with FWP Forest and Wood Products Training Package Version 2.0.

Performance Evidence

A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit. If a specific volume or frequency is not stated below, then evidence must be provided that the following requirements have been performed on at least one occasion:

- follow organisational policies and procedures relevant to splitting wood products
- split wood products in line a work order and within prescribed organisational specifications
- store wood products in line with organisational requirements and OHS regulations
- complete these types of basic non-specialist maintenance:
  - cleaning the machine of wood chips and sawdust
  - replacing blunt saw blades
  - inspecting machine parts for wear or damage, including guards
  - greasing and lubricating moving parts
  - checking the operation of emergency stop buttons and lock out systems.

Knowledge Evidence

A person competent in this unit must be able to demonstrate knowledge of:

- purpose, features and operation of equipment used to split wood products:
  - hydraulic axe and rams
  - circular saws
  - bench saws
  - band saws
  - maintenance tools and equipment for saws
- typical work flow processes for splitting posts or firewood
- typical flow of timber supply in and out of the sawing area

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- range of cutting patterns used on timber to achieve maximum output of split posts and firewood
- range of feed rates and how they affect production output and finished quality of split posts and firewood
- methods for assessing saw blade condition
- characteristics of timber and timber defects
- splitting processes, feed rates and finish
- blade condition assessment
- storage systems and labelling
- environmental protection practices for forest products factory settings:
  - reducing water and energy use
  - cleaning plant, tools and equipment
  - disposing of, recycling and reusing timber

typical timber defects and how they affect ability to produce quality split posts and firewood:

  - incorrect moisture content
  - warp
  - wane
  - curvature
  - cupping
  - shakes
  - insect defects
  - knots
  - resin pockets
- organisational policies and procedures specific to producing splitting wood products:
  - workplace health and safety with particular emphasis on equipment lock out and use of personal protective equipment
  - communication reporting lines
  - recording and reporting processing problems and equipment faults.
  -

Assessment Conditions

The following resources must be made available:

- one or more of the following tools and equipment used to split wood products:
  - hydraulic axe and rams
  - circular saws
  - bench saws
  - band saws
- maintenance tools and equipment for saws
- consumable saw blades
- personal protective equipment suitable for splitting wood products

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- a selection of round wood
- manufacturers':
  - instructions for equipment use
  - recommendations for repairing and maintaining equipment
- work order with specific instructions for splitting wood products and despatch to downstream processing
- template documents for recording equipment faults and maintenance requirements
- relevant personnel for the purposes of communicating information
- organisational procedures for splitting wood products.

Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting.

Assessor requirements

Assessors must:

- hold the appropriate assessor competency standards as outlined in regulations; and
- be able to demonstrate vocational competencies at least to the level being assessed; and
- be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and assessor competence.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPSAW2209 Dismantle, transport and assemble hand portable sawmill

Modification History

Release	Comment
1	Replaces equivalent unit FPISAW2209 Dismantle, transport and assemble hand portable sawmill, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format.

Application

This unit of competency describes the outcomes required to dismantle, transport and assemble a hand portable sawmill for the purposes of milling green boards at an on-site location. Work is completed in a forest products factory setting and off-site.

The unit applies to Production Worker, Saw Operator.

No licensing, legislative, regulatory, or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Sawmilling and Processing

Elements and Performance Criteria

Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.*
1. Prepare for operation	1.1 Review and check work order where required with appropriate personnel. 1.2 Identify type and quantity of logs for sawing and check location. 1.3 Select appropriate repair, maintenance and personal protective

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	equipment and check operational effectiveness in line with manufacturer's recommendations. 1.4 Plan dismantling, transport and set-up processes to optimise recovery time.
2. Dismantle, transport and assemble hand portable sawmill	2.1 Follow organisational safety procedures thoughout all processes. 2.2 Follow sequence of activities to dismantle sawmill in line with manufacturer's instructions. 2.3 Load and secure dismantled sawmill equipment for transportation, and move to new location. 2.4 Inspect proposed new work site for potential hazards and work flow interferences. 2.5 Identify safe site for logs, stacking of sawn boards and waste. 2.6 Follow sequence of activities to assemble hand portable sawmill in line with manufacturer's instructions. 2.7 Complete pre start-up checks on equipment to ensure operational effectiveness. 2.8 Identify routine processing and equipment faults and resolve or report to appropriate personnel.
3. Complete operator maintenance	3.1 Follow organisational safety procedures to lock out equipment. 3.2 Check saw blades for bluntness or damage. 3.3 Remove and replace saw blades in line with manufacturer's recommendations. 3.4 Dispose of used blades in line with organisational procedures and environmental protection practices. 3.5 Complete basic non-specialist maintenance for equipment. 3.6 Record and report equipment faults and maintenance requirements to appropriate personnel.

Foundation Skills

This section describes those core and employment skills that are essential to performance and are not explicit in the performance criteria.	
Numeracy skills to:	• calculate time required to complete dismantling, transport and set-up processes.
Oral communication	• ask open and closed probe questions and actively listen to clarify

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skills to:	contents of work orders.
Reading skills to:	• interpret: • workplace health and safety and other organisational procedures • work orders • manufacturers' instructions and maintenance recommendations.
Writing skills to:	• complete accurate basic records for processing and equipment faults and maintenance requirements.
Planning and organising skills to:	• efficiently and logically sequence the stages of dismantling, transporting and assembling portable sawmills using work order to guide activities.
Problem-solving skills to:	• recognise faulty equipment and resolve by reporting or rectifying.
Technology skills to:	• select, use and maintain appropriate tools and personal protective equipment for dismantling, transporting and assembling portable sawmills • efficiently and safely dismantle, transport and assemble hand portable sawmills.

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Range of Conditions

Not Applicable

Unit Mapping Information

FPISAW2209B Dismantle, transport and assemble hand portable sawmill

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPSAW2209 Dismantle, transport and assemble hand portable sawmill

Modification History

Release	Comment
1	Replaces equivalent unit FPISAW2209 Dismantle, transport and assemble hand portable sawmill, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format. Assessment requirements now specify the performance and knowledge evidence, as well as assessment conditions for this unit of competency. These sections simplify and replace components used in the previous unit format, including Required Skills and Knowledge, Evidence Guide and Range Statement

Performance Evidence

A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit. If a specific volume or frequency is not stated below, then evidence must be provided that the following requirements have been performed on at least one occasion:

- follow organisational policies and procedures relevant to dismantling, transporting and assembling a hand portable sawmill
- dismantle, transport and assemble a hand portable sawmill in readiness to produce green boards in line with a work order and within organisational specifications
- complete these types of basic non-specialist maintenance for hand portable sawmills:
  - cleaning the machine of wood chips and sawdust
  - replacing blunt and damaged saw blades
  - inspecting machine parts for wear or damage, including guards
  - greasing and lubricating moving parts
  - checking the operation of emergency stop buttons and lock out systems.

Knowledge Evidence

A person competent in this unit must be able to demonstrate knowledge of:

- purpose, features, operation and basic non-specialist repair and maintenance for hand portable sawmills
- sequence of activities to dismantle and re-assemble hand portable sawmills
- workflow at the site location

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- appropriate locations for portable sawmills to optimise efficient and safe workflow
- methods for assessing saw blade condition
- identifying logs for sawing including:
  - assessment of diameter range
  - curvature
  - faults
  - species
  - moisture content
- environmental protection practices for forest products factory settings and off-site sawing locations:
  - reducing water and energy use
  - cleaning plant, tools and equipment
  - disposing of, recycling and reusing materials
- organisational procedures specific to dismantling, transporting and assembling portable sawmills:
  - workplace health and safety with particular emphasis on equipment lock out and use of personal protective equipment
  - communication reporting lines
  - recording and reporting processing and equipment faults and maintenance requirements.

Assessment Conditions

The following resources must be made available:

- hand portable sawmills
- tools and equipment used to dismantle and assemble portable sawmills
- personal protective equipment suitable for dismantling, transporting and assembling portable sawmills
- manufacturers' instructions for dismantling, transporting and assembling portable sawmills
- work order for repair and maintenance activities with specific instructions for portable sawmill location.
- template documents for recording processing and equipment faults and maintenance requirements
- organisational procedures for dismantling, transporting and assembling portable sawmills.

Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting.

Assessor requirements

Assessors must:

- hold the appropriate assessor competency standards as outlined in regulations; and

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- be able to demonstrate vocational competencies at least to the level being assessed; and
- be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and assessor competence.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPSAW2210 Prepare for timber treatment operations

Modification History

Release	Comment
1	Replaces equivalent unit FPISAW2210B Prepare for timber treatment operations, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format.

Application

This unit describes the outcomes required to assist with the treatment of timber by monitoring operational details including timber flow to the treatment processing area, water requirements and preservative solution strength.

The unit applies to those who treat timber in a forest products factory setting. Job roles can include timber grader as well as kiln, sawmill, production or treatment plant operator.

Copper Chrome Arsenate (CCA) chemical is a restricted chemical product, which means that CCA can only be supplied to and handled by suitably trained and authorised persons.

The Australian Pesticides and Veterinary Medicines Authority (APVMA) advised that as of 1 July 2012, CCA products can only be supplied to, and used by, suitably trained persons authorised under a relevant state or territory law from that date.

Licensing, legislative, regulatory, or certification requirements apply to this unit in some states and territories at the time of publication, and may differ according to jurisdiction.

In Victoria, to comply with licence/permit requirements, organisations must ensure that employees working with CCA demonstrate competence in this unit (FWPSAW3201 Treat timber), or that persons working with CCA do so under the direct supervision (sight and sound) of a trained and authorised person.

For regulatory information and details in other states and territories refer to the state or territory licensing body.

Pre-requisite Unit

Nil

Unit Sector

Sawmilling and Processing

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Elements and Performance Criteria

Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.*
1. Set up for treating	1.1 Review work order and where required check with appropriate personnel. 1.2 Select appropriate personal protective equipment and check for operational effectiveness. 1.3 Obtain chemicals and type and quantity of timber for treatment from storage. 1.4 Complete pre start-up equipment checks to ensure operational effectiveness.
2. Assist with treatment process	2.1 Monitor and maintain timber supply to the treatment process area. 2.2 Identify water requirements and check to ensure treatment process requirements are met. 2.3 Test moisture content of timber in line with organisational procedures. 2.4 Check and maintain strength of preservative solution at specified strength and volume. 2.5 Keep treating area clear of dust and debris in line with organisational safety procedures. 2.6 Safely handle treated timber and transfer to storage area. 2.7 Store chemicals in line with organisational safety procedures and report on stock levels. 2.8 Record and report processes and equipment faults to appropriate personnel.

Foundation Skills

This section describes those core and employment skills that are essential to performance and are not explicit in the performance criteria.	
Numeracy skills to:	• identify quantities of required timber within work orders and count numbers for treatment • calculate routine ratios for preservative solutions • complete basic measurements of moisture content in timber.
Oral communication	• ask open and closed probe questions and actively listen to clarify contents of work orders.

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skills to:	

Reading skills to:	• interpret:
	  • workplace health and safety and other organisational procedures
	  • work orders
	  • safety data sheets, or equivalent plain English information for timber treatment chemicals.

Writing skills to:	• complete accurate basic records for chemical stock levels, processes and equipment faults.
Planning and organising skills to:	• efficiently check operational details at regular times during the production run using work order to guide activities.

Range of Conditions

Not Applicable

Unit Mapping Information

FPISAW2210B Prepare for timber treatment operations

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPSAW2210 Prepare for timber treatment operations

Modification History

Release	Comment
1	Replaces equivalent unit FPISAW2210B Prepare for timber treatment operations, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format. Assessment requirements now specify the performance and knowledge evidence, as well as assessment conditions for this unit of competency. These sections simplify and replace components used in the previous unit format, including 'Required Skills and Knowledge, Evidence Guide and Range Statement'.

Performance Evidence

A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit. If a specific volume or frequency is not stated below, then evidence must be provided that the following requirements have been performed on at least one occasion:

- assist with the chemical timber treatment process in line with individual work orders for timber types, to be chosen from the following list:
  - native timber species
  - imported timber species
  - dressed timber
  - in-the-rough timber
  - stress and non-stress graded timber
  - sleepers
  - logs
  - rounded poles
  - beams
  - laminated beams
- across the above jobs, check and maintain the strength and volume of preservative solutions including:
  - water-borne solutions
  - oil-based solutions
  - solvent-based solutions
- at the completion of each of the above jobs, store chemicals and report on stock levels.
-

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Knowledge Evidence

A person competent in this unit must be able to demonstrate knowledge of:

- environmental protection practices for chemically treating timber:
  - reducing water and energy use
  - cleaning plant, tools and equipment
  - disposing of hazardous substances
- storage layout and categories for:
  - raw materials
  - storing finished boards
  - chemicals and preservative solutions
- properties, at a basic level of understanding, of chemicals used to treat timber and their purpose:
  - light organic solvent chemicals
  - preservative solutions:
- water-borne solutions
- oil-based solutions
- solvent-based solutions
- personal safety risks associated with handling and using chemicals and methods used to minimise these
- methods used to safely store chemicals
- typical work flow processes for chemically treating timber
- purpose, features and operation of equipment used to chemically treat timber including from the following list:
  - treaters
  - vats
  - ovens
  - resin tanks
  - effluent tanks
- organisational procedures specific to chemically treating timber including:
  - workplace health and safety with particular emphasis on equipment lock out, use of personal protective equipment and handling hazardous substances
  - communication reporting lines
  - recording and reporting chemical stock levels, processes and equipment faults.

Assessment Conditions

The following resources must be made available:

- equipment used to chemically treat timber:
  - treaters
  - vats

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  - ovens
  - resin tanks
  - effluent tanks
- personal protective equipment required for chemically treating timber
- one or more of the following types of timber to be chemically treated:
  - native timber species
  - imported timber species
  - dressed timber
  - in-the-rough timber
  - stress and non-stress graded timber
  - sleepers
  - logs
  - rounded poles
  - beams
  - laminated beams
- light organic solvent chemicals used to treat timber
- one or more of the following preservative solutions:
  - water-borne solutions
  - oil-based solutions
  - solvent-based solutions
- manufacturers 'safety data sheets, or equivalent plain English information, for chemicals and preservative solutions
- work order with specific instructions for chemical treatment of timber
- template documents for recording chemical stock levels, processes and equipment faults
- organisational procedures for chemically treating timber
- a suitably licensed person to monitor and supervise handling of CCA during assessment

Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting.

Assessor requirements

Assessors must:

- hold the appropriate assessor competency standards as outlined in regulations; and
- be able to demonstrate vocational competencies at least to the level being assessed; and
- be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and assessor competence.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPSAW3205 Dry hardwood

Modification History

Release	Comment
1	Replaces equivalent unit FPISAW3205B Dry Hardwood, which was first released with FPI11 Forest and Forest Products Training Package Version 1. This is the first release of this unit in the new standards format.

Application

This unit of competency describes the outcomes required to dry hardwood using a kiln.

The unit applies to those working in a forest products factory setting.

No licensing, legislative, regulatory, or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Sawmilling and Processing

Wood Panel and Board Production

Elements and Performance Criteria

Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.*
1. Prepare for drying	1.1 Review and check work order. 1.2 Locate required type and quantity of hardwood that has been through the conversion process and requires drying. 1.3 Select equipment and check for operational effectiveness. 1.4 Select oven sections and sample boards and cut boards following standard operating procedures.

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	1.5 Plan drying process.
2. Load kiln and control kiln conditions	2.1 Visually assess racks to be dried for consistent drying characteristics. 2.2 Measure and check moisture content of hardwood for drying. 2.3 Conduct pre start-up checks according to site requirements. 2.4 Follow emergency shutdown procedures when alarm is triggered. 2.5 Load kiln with racks selected for processing. 2.6 Weigh sample boards during drying and check results against standard operating procedures. 2.7 Position baffles and blankets. 2.8 Check and adjust kiln control settings are to meet drying schedules.
3. Unload kiln and process hardwood	3.1 Identify end point of drying and make kiln safe for entry. 3.2 Check hardwood for compliance with target moisture content 3.3 Follow site procedures for removal of moisture probes and baffles. 3.4 Monitor kiln charge and recondition or conduct high humidity treatment as appropriate 3.5 Move and store hardwood for processing. 3.6 Identify sub-standard material and recommend lower value product uses. 3.7 Clean work area according to site requirements. 3.8 Record drying process and report any equipment faults.

Foundation Skills

This section describes those core and employment skills that are essential to performance and are not explicit in the performance criteria.	
Numeracy skills to:	• measure temperatures, humidities and calculate moisture content.
Reading skills to:	• review manufacturer’s instructions for drying equipment.
Writing skills to:	• complete accurate basic records for processing and equipment faults.
Planning and organising skills to:	• efficiently and logically sequence the stages of preparation and kiln drying work using work order to guide activities.
Problem-solving skills	• monitor kiln operation and respond to deficiencies by adjusting

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to:	drying conditions • respond to emergency situations and swiftly shut down kiln • identify and dispose of sub-standard materials • recognise faulty equipment and resolve by reporting or rectifying.

Range of Conditions

Not Applicable

Unit Mapping Information

FPISAW3205B Dry Hardwood

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPSAW3205 Dry hardwood

Modification History

Release	Comment
1	Replaces equivalent unit FPISAW3205B Dry Hardwood, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format. Assessment requirements now specify the performance and knowledge evidence, as well as assessment conditions for this unit of competency. These sections simplify and replace components used in the previous unit format, including 'Required Skills and Knowledge, Evidence Guide and Range Statement.

Performance Evidence

A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit. If a specific volume or frequency is not stated below, then evidence must be provided that the following requirements have been performed on at least one occasion:

- follow organisational policies and procedures for drying hardwood – work orders will include information regarding species colour, type, width, length, thickness, quantity, instructions for the environmental monitoring of work and procedures, environmental care requirements relevant to the work.
- use moisture probes and correctly calculate moisture content
- safely and efficiently use and maintain kilns and equipment for drying hardwood
- dry hardwood to specified end moisture content in readiness for storage and/or processing
- safely move and store dried hardwood according to site procedures
- accurately record and report on drying processes.

Knowledge Evidence

A person competent in this unit must be able to demonstrate knowledge of:

- environmental protection requirements and organizational procedures for the safe disposal or recycling of waste material and the cleaning of plant, tools and equipment
- organisational and site policies and procedures for drying hardwood
- drying techniques
- kiln operations
- fire safety procedures
- visual assessment of materials for:

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  - stability
  - spacing of strips
  - support to minimise warping
- characteristics of hardwood which must include one or more of the following:
  - native timber species
  - imported timber species
  - dressed timber
  - in-the-rough timber
  - preservative treated timber
- methods for the measurement of moisture content and Equilibrium Moisture Content (EMC)
- storage systems and labeling processes
- baffles and blankets and their applications
- procedures for recording and reporting workplace information.

Assessment Conditions

The following resources must be made available:

- kilns or vacuum dryers
- hardwood for drying
- personal protective equipment required for drying hardwood
- organisational policies and procedures for drying hardwood.

Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting.

Assessor requirements

Assessors must:

- hold the appropriate assessor competency standards as outlined in regulations; and
- be able to demonstrate vocational competencies at least to the level being assessed; and
- be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and assessor competence.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPSAW3206 Dry softwood

Modification History

Release	Comment
1	Replaces equivalent unit FPISAW3206B Dry softwood, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format.

Application

This unit of competency describes the outcomes required to prepare timber racks for processing, load and unload conventional and high temperature kilns and to monitor and control kiln conditions to dry and recondition softwood. Work is completed in a forest products factory setting.

The unit applies to those who dry softwood using a kiln in a forest products factory setting.

No licensing, legislative, regulatory, or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Sawmilling and Processing

Wood Panel and Board Production

Elements and Performance Criteria

Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.*
1. Prepare for drying	1.1 Review work order and where required check with appropriate personnel. 1.2 Select appropriate personal protective and other equipment and use in line with manufacturer's recommendations. 1.3 Identify and obtain type and quantity of softwood to be dried from

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	conversion process. 1.4 Plan drying process in line with work order.
2. Load and control kiln conditions	2.1 Assess racks visually to ensure consistent drying requirements for timber and adjust as required. 2.2 Measure moisture content and routinely compare with anticipated levels in line with organisational procedures. 2.3 Complete pre start-up equipment checks to ensure operational effectiveness. 2.4 Load kiln with racks selected for processing and report to appropriate personnel. 2.5 Position baffles and blankets in line with manufacturer's instructions. 2.6 Adjust and check kiln control settings regularly in line with drying schedules and organisational safety procedures. 2.7 Follow emergency shutdown procedures when alarm is triggered.
3. Unload kiln and process softwood	3.1 Identify drying end point and make kiln safe for entry. 3.2 Open kiln and identify moisture content of processed softwood. 3.3 Remove moisture probes and baffles from timber. 3.4 Direct and move softwood to storage or processing operations in line with organisational procedures. 3.5 Identify sub-standard material and re-process or direct for lower value usage. 3.6 Keep work area clean and clear of debris in line with organisational safety procedures. 3.7 Identify routine processing and equipment faults and resolve or report to appropriate personnel.

Foundation Skills

This section describes those core and employment skills that are essential to performance and are not explicit in the performance criteria.	
Numeracy skills to:	• complete routine measurements of timber moisture levels • read basic kiln temperature settings; set and adjust levels according to drying requirements.
Oral communication	• ask questions and actively listen to clarify contents of work orders.

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skills to:	

Reading skills to:	• interpret:
	  • workplace health and safety and other organisational procedures
	  • work orders
	  • manufacturers' instructions and recommendations.

Writing skills to:	• complete accurate basic records for processing and equipment faults.
Planning and organising skills to:	• efficiently and logically sequence the stages of preparation and kiln drying work using work order to guide activities.
Problem-solving skills to:	• monitor kiln operation and respond to deficiencies by adjusting drying conditions • respond to emergency situations and swiftly shut down kiln • identify sub-standard material and re-process or direct for lower value usage • recognise faulty equipment and resolve by reporting or rectifying.

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Range of Conditions

Not Applicable

Unit Mapping Information

FPISAW3206B Dry softwood

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPSAW3206 Dry softwood

Modification History

Release	Comment
1	Replaces equivalent unit FPISAW3206B Dry softwood, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format. Assessment requirements now specify the performance and knowledge evidence, as well as assessment conditions for this unit of competency. These sections simplify and replace components used in the previous unit format, including 'Required Skills and Knowledge, Evidence Guide and Range Statement

Performance Evidence

A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit. If a specific volume or frequency is not stated below, then evidence must be provided that the following requirements have been performed on at least one occasion:

- operate a kiln to dry one or more different types of softwood as listed below in line with an individual work order for each job:
  - imported timber species
  - dressed timber
  - in-the-rough timber
  - preservative treated timber.
- visually assess racks and make necessary adjustments for:
  - stability
  - spacing of strips
  - support to minimise warping.

Knowledge Evidence

A person competent in this unit must be able to demonstrate knowledge of:

- environmental protection practices for forest products factory settings:
  - reducing water and energy use
  - disposing of, recycling and reusing timber
- purpose of kiln drying softwood and meaning of equilibrium moisture content (EMC)
- characteristics of softwood and effects of the drying process

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- issues considered when visually assessing racks to ensure consistent drying requirements for timber:
  - stability
  - spacing of strips
  - support to minimise warping
- methods used to measure moisture content of timber before and after drying process
- typical work flow processes used to dry timber using kilns
- typical flow of timber board supply in and out of the drying area
- purpose, features and operation of equipment used for drying softwood:
  - different types of drying kilns:
    - conventional
    - high temperature
    - very high temperature
    - extremely high temperature
    - vaccum dryer
  - different types of lifting equipment:
    - fork lifts
    - slings
    - trolley jacks
    - gantry cranes
    - loaders
  - baffles and blankets
  - moisture probes
- organisational procedures specific to drying softwood:
  - workplace health and safety with particular emphasis use of personal protective and other equipment
  - kiln operation
  - communication reporting lines
  - recording and reporting processing and equipment faults.

Assessment Conditions

The following resources must be made available:

- one or more of the following types of drying kiln:
  - conventional
  - high temperature
  - very high temperature
  - extremely high temperature
  - vacuum dryer
- heat source which must be either steam, hot oil or gas

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- one or more of the following types of lifting equipment:
  - fork lifts
  - slings
  - trolley jacks
  - gantry cranes
  - loaders
- baffles and blankets
- moisture probes
- a diverse, comprehensive and commercial product range of softwood timber
- personal protective equipment suitable for kiln operation
- manufacturers' instructions and recommendations for use of equipment
- work order with specific instructions for the types and quantity of timber to be dried
- template documents for recording processing and equipment faults
- organisational procedures for drying softwood.

Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting.

Assessor requirements

Assessors must:

- hold the appropriate assessor competency standards as outlined in regulations; and
- be able to demonstrate vocational competencies at least to the level being assessed; and
- be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and assessor competence.
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Links

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FWPSAW3215 Screen wood chips

Modification History

Release	Comment
1	Replaces equivalent unit FPISAW3215B Screen wood chips, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format.

Application

This unit of competency describes the outcomes required to screen wood chips for species, size and defects using mechanical screen processes. Work is completed in a forest products factory setting.

The unit applies to Sawmill Worker, Production Worker.

No licensing, legislative, regulatory, or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Sawmilling and Processing

Elements and Performance Criteria

Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.*
1. Prepare for screening	1.1 Review work order and where required check with appropriate personnel. 1.2 Select appropriate personal protective and other equipment and use in line with manufacturer's recommendations. 1.3 Identify and obtain type and quantity of wood chips to be screened from production process.

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	1.4 Plan screening process in line with work order.
2. Screen wood chips	2.1 Use equipment in line with organisational safety procedures, manufacturer's instructions and environmental protection practices. 2.2 Complete pre start-up equipment checks to ensure operational effectiveness. 2.3 Start machines and feed systems and adjust screen to wood chip size. 2.4 Rake and clear coarse and fine screens to remove oversized material in line with organisational procedures. 2.5 Sample and analyse screening regularly to ensure wood chips conform to quality specifications and organisational requirements. 2.6 Reject and dispose of sub-standard material in line with environmental protection practices. 2.7 Monitor screening continually for matter which may cause contamination. 2.8 Monitor conveyor operations and clear jams to ensure free flow of output material to transfer systems. 2.9 Identify routine processing and equipment faults and resolve or report to appropriate personnel.

Foundation Skills

This section describes those core and employment skills that are essential to performance and are not explicit in the performance criteria.	
Numeracy skills to:	• identify quantities of required material within work orders and count amounts. • read basic numerical machine settings and choose according to chip size • visually check sizes of wood chips.
Oral communication skills to:	• ask open and closed probe questions and actively listen to clarify contents of work orders.

Reading skills to:	• interpret:
	  • workplace health and safety and other organisational procedures
	  • work orders
	  • manufacturers' instructions and recommendations.

Writing skills to:	• complete accurate basic records for processing and equipment faults.

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Planning and organising skills to:	• efficiently and logically sequence the stages of preparation and production using work order to guide activities.
Problem-solving skills to:	• identify and dispose of sub-standard materials • identify machine operations and take action to clear contaminant material and jams • recognise faulty equipment and resolve by reporting or rectifying.
Technology skills to:	• select and use appropriate personal protective equipment used for chip production • efficiently and safely operate and monitor mechanical wood chip machine.

Range of Conditions

Not Applicable

Unit Mapping Information

FPISAW3215B Screen wood chips

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPSAW3215 Screen wood chips

Modification History

Release	Comment
1	Replaces equivalent unit FPISAW3215B Screen wood chips, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format. Assessment requirements now specify the performance and knowledge evidence, as well as assessment conditions for this unit of competency. These sections simplify and replace components used in the previous unit format, including Required Skills and Knowledge, Evidence Guide and Range Statement

Performance Evidence

A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit. If a specific volume or frequency is not stated below, then evidence must be provided that the following requirements have been performed on at least one occasion:

- follow organisational policies and procedures relevant to screening wood chips
- screen wood chips in line with a work order and within prescribed organisational requirements
- direct wood chips to the transfer process in line with organisational requirements and OHS regulations
-

Knowledge Evidence

A person competent in this unit must be able to demonstrate knowledge of:

- purpose, features and operation of equipment used for screening wood chips:
  - conveyors, chutes or track systems that move processed wood chips from chipping machines to the screening system
  - different types of wood chip screening systems:
    - mechanical
    - automated
    - digitised
    - computer assisted
- range of characteristics used to screen and sort wood chips:
  - species

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  - size
  - moisture content
  - contaminants
- typical contaminants found in wood chips, and how they affect ability to produce quality products:
  - bark
  - charcoal
  - rock and metal
- industry and organisational specific quality specifications for wood chips
- stages of the wood chip production, screening and transfer process
- environmental protection practices for forest products factory settings:
  - cleaning of plant, tools and equipment
  - reducing water and energy use
  - disposing of, recycling and reusing timber
- typical flow of material supply in and out of the wood chip screening area
- organisational policies and procedures specific to screening woodchips:
  - workplace health and safety with particular emphasis use of personal protective and other equipment
  - communication reporting lines
  - recording and reporting processing and equipment faults.
  -

Assessment Conditions

The following resources must be made available:

- conveyors, chutes or track systems that move processed wood chips from chipping machines to the screening system
- one or more of the following types of wood chip screening systems:
  - mechanical
  - automated
  - digitised
  - computer assisted
- a selection of wood chips
- personal protective equipment suitable for screening wood chips
- manufacturers' instructions and recommendations for use of equipment
- work order with specific instructions for screening of chips and the chip size
- documents, spreadsheets and commonly used proformas for recording processing and equipment faults
- relevant personnel for the purposes of communicating information
- organisational policies and procedures for screening woodchips.

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Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting.

Assessor requirements

Assessors must:

- hold the appropriate assessor competency standards as outlined in regulations; and
- be able to demonstrate vocational competencies at least to the level being assessed; and
- be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and assessor competence.
-

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPSAW3216 Transfer wood chips

Modification History

Release	Comments
Release 2	This version released with FWP Forest and Wood Products Training Package Version 4.0.
Release 1	This version released with FWP Forest and Wood Products Training Package Version 2.0.

Application

This unit of competency describes the outcomes required to operate the transfer process and transfer wood chips to stockpile or transport systems. Work is completed in a forest products factory setting.

The unit applies to Sawmill Worker, Production Worker, Machine Operator.

No licensing, legislative, regulatory, or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Sawmilling and Processing

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare to transfer wood chips	1.1 Review work order and where required check with appropriate personnel. 1.2 Select appropriate personal protective and other equipment and check for operational effectiveness in line with manufacturer's recommendations.

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.3 Plan transferral process in line with work order. 1.4 Inspect deposit point for access and cleanliness.
2. Set up and use equipment for wood chip transfer	2.1 Use equipment in line with organisational safety procedures, manufacturer's instructions and environmental protection practices. 2.2 Complete pre start-up equipment checks to ensure operational effectiveness. 2.3 Adjust machines and feed systems for wood chip transfer or transport. 2.4 Identify and obtain type and quantity of wood chips to be transferred. 2.5 Monitor conveyor operations and clear jams to ensure free flow of output material to transfer systems. 2.6 Use a chip slinger or air blower to transfer wood chips.
3. Complete wood chip transfer	3.1 Direct slinger or blower to enable filling or distribution over required area. 3.2 Check filling or distribution levels and stop or top up in line with work order. 3.3 Identify routine processing and equipment faults and resolve or report to appropriate personnel.

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Numeracy skills to:	• Identify quantities of wood chip required within work orders and measure volume.
Oral communication skills to:	• Ask open and closed probe questions and actively listen to clarify contents of work orders.
Reading skills to:	• Interpret: • Workplace health and safety and other organisational

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Skill	Description
	procedures • Work orders • Manufacturers' instructions and maintenance recommendations.
Writing skills to:	• Complete accurate basic records for processing and equipment faults.
Planning and organising skills to:	• Efficiently and logically sequence the stages of preparation and transfer Work using work order to guide activities.
Problem-solving skills to:	• Monitor machine operations and take action to clear jams • Recognise faulty equipment and resolve by reporting or rectifying.
Technology skills to:	• Select and use appropriate personal protective equipment used for Transferring wood chips • Efficiently and safely operate and monitor slingers, blowers and conveyors.

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FWPSAW3216 Transfer wood chips Release 2	FWPSAW3216 Transfer wood chips Release 1	Metadata mapping corrected to remove reference to FWPSAW3215B	Equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPSAW3216 Transfer wood chips

Modification History

Release	Comments
Release 2	This version released with FWP Forest and Wood Products Training Package Version 4.0.
Release 1	This version released with FWP Forest and Wood Products Training Package Version 2.0.

Performance Evidence

A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit. If a specific volume or frequency is not stated below, then evidence must be provided that the following requirements have been performed on at least one occasion:

- follow organisational policies and procedures relevant to transferring wood chips.
- transfer wood chips in line with a work order and within prescribed organisational requirements
- direct woodchips to the transport arrangements and stockpiles in line with organisational requirements and OHS regulations.

Knowledge Evidence

A person competent in this unit must be able to demonstrate knowledge of:

- purpose, features and operation of equipment used for transferring wood chips:
  - conveyors, chutes or track systems that move processed wood chips from the screening system to the transfer process
  - chip slingers
  - air blowers
- stages of the wood chip production, screening and transfer process
- typical flow of material supply in and out of the wood chip production area
- range of categories used for wood chips and visual characteristics:
  - species
  - size
  - moisture content
- methods to label wood chips in stockpiles and common terms used

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- environmental protection practices for forest products factory settings:
  - cleaning of plant, tools and equipment
  - reducing water and energy use
  - disposing of, recycling and reusing timber
- organisational policies and procedures specific to transferring wood chips:
  - workplace health and safety with particular emphasis use of personal protective and other equipment
- communication reporting lines
- recording and reporting processing and equipment faults.

Assessment Conditions

The following resources must be made available:

- conveyors, chutes or track systems that move processed wood chips from the screening system to the transfer process
- chip slingers
- air blowers
- a selection of wood chips
- personal protective equipment suitable for transferring wood chips
- manufacturers' instructions and recommendations for use of equipment
- work order with specific instructions for the quantity of wood chips and requirements for transfer to stockpile or transportation
- documents, spreadsheets and commonly used proformas for recording processing and equipment faults
- relevant personnel for the purposes of communicating information
- organisational policies and procedures for transferring woodchips.

Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting.

Assessor requirements

Assessors must:

- hold the appropriate assessor competency standards as outlined in regulations; and
- be able to demonstrate vocational competencies at least to the level being assessed; and
- be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and assessor competence.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPSAW3223 Assess wood chips

Modification History

Release	Comment
1	Replaces equivalent unit FPISAW3223B Assess wood chips, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format.

Application

This unit of competency describes the outcomes required to assess wood chips for quality and contamination and to report on the outcomes for downstream processing. Work is undertaken in a forest and wood products factory setting.

The unit applies to Sawmill Worker, Production Worker, Chipper Operator.

No licensing, legislative, regulatory, or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Sawmilling and Processing

Elements and Performance Criteria

Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.*
1. Prepare for assessment	1.1 Check work order requirements. 1.2 Obtain required type and quantity of wood chips for assessment. 1.3 Select moisture meters and testing equipment and check for operational effectiveness. 1.4 Plan testing procedures according to site procedures and environmental requirements.

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2. Collect and assess samples	2.1 Collect chip samples from designated locations and ensure they are kept free from mixing and contamination. 2.2 Collect wood chips at production, transport and storage for contaminants. 2.3 Review chip production, transport and storage processes for potential sources of contamination 2.4 Report problems with moisture content, size, shape, species and contamination. 2.5 Complete sampling records.
3. Test wood chips and report outcomes	3.1 Review chip specifications from production schedules and orders. 3.2 Test chips for moisture content, size distribution, shape and contamination. 3.3 Store chip samples and file test reports. 3.4 Communicate test results to production personnel to facilitate process control or changes 3.5 Modify test sampling processes in response to new problems and production changes. 3.6 Record and report testing process and equipment faults.

Foundation Skills

This section describes those core and employment skills that are essential to performance and are not explicit in the performance criteria.	
Numeracy skills to:	• measure moisture and chip size and quantities.

Range of Conditions

Not Applicable

Unit Mapping Information

FPISAW3223B Assess wood chips

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Assessment Requirements for FWPSAW3223 Assess wood chips

Modification History

Release	Comment
1	Replaces equivalent unit FPISAW3223B Assess wood chips, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format. Assessment requirements now specify the performance and knowledge evidence, as well as assessment conditions for this unit of competency. These sections simplify and replace components used in the previous unit format, including Required Skills and Knowledge, Evidence Guide and Range Statement

Performance Evidence

A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit. If a specific volume or frequency is not stated below, then evidence must be provided that the following requirements have been performed on at least one occasion:

- follow organisational policies and procedures relevant to assessing wood chips
- assess wood chips in line with a work order and within prescribed organizational requirements for the following:
  - size distribution
  - shape
  - finish quality
  - contamination
  - faults
- safely use tools, machinery and equipment for assessing wood chips
- identify the following contaminants in wood chips:
  - disease
  - infestation
  - rot
  - paint
  - plastic
  - bark
  - charcoal
  - rock
  - metal
- measure moisture in wood chips

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- identify whether wood chips meet requirements for size and shape
- record sampling processes and outcomes of wood chip assessment.

Knowledge Evidence

A person competent in this unit must be able to demonstrate knowledge of:

- how wood chips are produced, transported and stored
- environmental protection requirements for the safe disposal of waste or contaminated wood chips
- organisational and site standards, requirements, policies and procedures for assessing wood chips
- environmental risks and hazards
- sampling and testing techniques
- types and characteristics of different wood chips
- visual assessment techniques
- storage systems and labelling
- tools and equipment and their safe use, operation and maintenance during the assessment of wood chips
- procedures for recording and reporting workplace information.

Assessment Conditions

The following resources must be made available:

- wood chips
- equipment for measuring moisture in wood chips
- personal protective equipment
- relevant personnel for the purposes of communicating information
- documents, spreadsheets and commonly used proforma documents
- organisational policies and procedures relevant to assessing wood chips.

Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting.

Assessor requirements

Assessors must:

- hold the appropriate assessor competency standards as outlined in regulations; and
- be able to demonstrate vocational competencies at least to the level being assessed; and
- be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and assessor competence.

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FWPSAW3224 Coordinate and monitor the wood chip stockpile

Modification History

Release	Comment
1	Replaces equivalent unit FPISAW3224B Coordinate and monitor the wood chip stockpile, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format.

Application

This unit of competency describes the outcomes required to coordinate and monitor the movement and distribution of wood chips to, from and over the stockpile, including movement and loading. The work is undertaken in a forest and wood products factory setting.

The unit applies to Production Worker, Chipper Operator, Machine Operator.

No licensing, legislative, regulatory, or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Sawmilling and Processing

Elements and Performance Criteria

Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.*
1. Plan stockpile operations	1.1 Review orders, and requirements for wood chip movement. 1.2 Produce stockpile schedules according to site procedures. 1.3 Check wood chip supplies.
2. Control stockpile	2.1 Establish area for stockpile and estimate growth or contraction on basis of production and shipping schedules.

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	2.2 Review reach of chip slinging equipment. 2.3 Inspect stockpile and identify hazards within vehicle operational area.
3. Coordinate wood chip movement and loading	3.1 Select and allocate vehicles and attachments to spread chips and load transport. 3.2 Advise site of spreading, movement and loading operations. 3.3 Coordinate stockpile levelling in accordance with site procedures. 3.4 Coordinate and direct wood chip retrieval from the stockpile edges to transport. 3.5 Investigate, record and report on wood chip movement and equipment faults in accordance with organizational policies and procedures.

Foundation Skills

This section describes those core and employment skills that are essential to performance and are not explicit in the performance criteria.	
Numeracy skills to:	• calculate area and volume of wood chips • calculate reach of wood slinging equipment.
Oral communication skills to:	• coordinate transport and direct movement of stockpile.
Problem solving skills to:	• manage hazards and ensure movement of wood chips to meet established schedules.
Planning and organising skills to:	• sequence activities for the movement of wood chips.

Range of Conditions

Not Applicable

Unit Mapping Information

FPISAW3224B Coordinate and monitor the wood chip stockpile

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPSAW3224 Coordinate and monitor the wood chip stockpile

Modification History

Release	Comment
1	Replaces equivalent unit FPISAW3224B Coordinate and monitor the wood chip stockpile which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format. Assessment requirements now specify the performance and knowledge evidence, as well as assessment conditions for this unit of competency. These sections simplify and replace components used in the previous unit format, including Required Skills and Knowledge, Evidence Guide and Range Statement

Performance Evidence

A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit. If a specific volume or frequency is not stated below, then evidence must be provided that the following requirements have been performed on at least one occasion:

- follow organisational policies and procedures relevant to coordinating and monitoring the wood chip stockpile
- plan, coordinate, communicate and schedule stockpile operations
- safely use, and direct others to safely use, chip slinging equipment
- maintain the stockpile so that it is stable, compact, and provides access for chip retrieval and for continued slinging
- safely direct others when chips are being delivered and transported by wheeled or tracked dozers or loaders
- maintain schedules so that sufficient quantities of chips are available to meet demands
- maintain accurate records about the stockpile and the movement of woodchips and follow organisational procedures.
-

Knowledge Evidence

A person competent in this unit must be able to demonstrate knowledge of:

- purpose and safe use of equipment used in coordinating and monitoring the wood chip stockpile including:
  - wheeled dozers and loaders

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  - chip slinging equipment
- wood chip movement and loading procedures
- environmental protection requirements for maintenance and safe disposal of waste material from stockpiles, and the cleaning of plant, tools and equipment
- organisational and site policies and procedures relating to the wood chip stockpile
- environmental risks and hazards associated with stockpiles, which must include risks arising from forms of contamination
- wood chip movement and loading procedures
- procedures for recording and reporting workplace information
- maintenance procedures for tools and equipment.
-

Assessment Conditions

The following resources must be made available:

- organisational policies and procedures relevant to coordinating and monitoring the wood chip stockpile
- wood chip stockpile
- chip slinging equipment
- relevant personnel for the purposes of communicating information
- documents, spreadsheets and commonly used proforma documents
- personal protective equipment suitable for coordinating and monitoring the wood chip stockpile

Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting.

Assessor requirements

Assessors must:

- hold the appropriate assessor competency standards as outlined in regulations; and
- be able to demonstrate vocational competencies at least to the level being assessed; and
- be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and assessor competence.
-

Links

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FWPSAW3229 Operate a portable sawmill

Modification History

Release	Comment
1	Replaces equivalent unit FPISAW3229B Operate a portable sawmill, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format.

Application

This unit of competency describes the outcomes required to produce sawn green boards using a portable sawmill in line with site requirements and to meet customer specifications. The work is performed in a forest setting

The unit applies to Sawyer, Machine Operator.

No licensing, legislative, regulatory, or certification requirements apply to this unit at the time of publication

Pre-requisite Unit

Nil

Unit Sector

Sawmilling and Processing

Elements and Performance Criteria

Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.*
1. Prepare for sawing	1.1 Review work order and confirm work requirements. 1.2 Select type and quantity of logs to be sawn 1.3 Select suitable equipment for the sawing process, check operational effectiveness and review manufacturer's instructions for use 1.4 Plan sawing process to optimise volume and quality of recovery.

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2. Break down logs	2.1 Check site for hazards and conduct pre start-up check. 2.2 Use cant hooks, winches or log rollers to position logs to be sawn, and stabilise with chock logs or pre-notched runners. 2.3 Review sawn board dimensions from customer orders or work order. 2.4 Identify log characteristics and estimate number of boards and sequence of cuts from an individual log. 2.5 Adjust saw, carriage and mill to suit dimensions of boards to be cut. 2.6 Operate saw ensuring that sawn edges are controlled. 2.7 Remove logs with defects, reject boards and off-cuts to waste or sawn recovery. 2.8 Record and report process and equipment faults.
3. Conduct operator maintenance	3.1 Follow equipment lock-out and site procedures when equipment is faulty. 3.2 Check saw and saw blades for bluntness or damage and repair or replace following manufacturer's instructions. 3.3 Clear area of dust and debris.

Foundation Skills

This section describes those core and employment skills that are essential to performance and are not explicit in the performance criteria.	
Numeracy skills to:	• calculate dimensions, and to estimate, measure and calculate numbers of logs and boards required.
Reading skills to:	• read manufacturer's instructions and work orders.
Writing skills to:	• record information.
Planning and organising skills to:	• sequence work activity.

Range of Conditions

Not Applicable

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Unit Mapping Information

FPISAW3229B Operate a portable sawmill

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPSAW3229 Operate a portable sawmill

Modification History

Release	Comment
1	Replaces equivalent unit FPISAW3229B Operate a portable saw, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format. Assessment requirements now specify the performance and knowledge evidence, as well as assessment conditions for this unit of competency. These sections simplify and replace components used in the previous unit format, including Required Skills and Knowledge, Evidence Guide and Range Statement

Performance Evidence

A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit. If a specific volume or frequency is not stated below, then evidence must be provided that the following requirements have been performed on at least one occasion:

- follow organisational policies and procedures relevant to operating a portable sawmill
- safely operate a portable sawmill to produce green boards to meet a work order
- assess logs for suitability for sawing
- use cant hooks, winches, log rollers and mechanical lifting equipment to position logs for sawing and ensure that logs are stable
- correctly position the carriage to support the saw and the log
- assess blades for replacement and conduct operator maintenance on portable sawmill machinery.

Knowledge Evidence

A person competent in this unit must be able to demonstrate knowledge of:

- organisational policies and procedures for operating a portable sawmill
- features and safe use of portable sawmills and other equipment including:
  - cant hooks
  - winches
  - log rollers
  - mechanical lifting equipment
- prestart up checks for portable sawmills including:

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    - ensuring that the saw has been set-up correctly
    - ensuring that the blades are installed accurately
    - ensuring that the machinery is operating to optimum performance
- optimisation of log sawing including:
    - planning the cutting of a log to achieve the most from it (the most and widest boards possible)
    - ensuring environmental requirements are central to this planning process
- the characteristics of logs for sawing, which must include:
    - diameter range
    - curvature
    - faults
    - species
    - moisture content
- break down processes, feed rates and finish
- blade condition assessment
- log defects which includes:
    - defects arising from a change in moisture content
    - warp
    - wane
    - curvature
    - shakes
    - insect defects
    - knots and resin pockets
    - sweep
    - taper
    - end splits
    - shape
- environmental protection requirements for the safe disposal of waste material, and the cleaning of plant, tools and equipment
- procedures for recording and reporting workplace information.

Assessment Conditions

The following resources must be made available:

- logs for sawing
- portable sawmill
- personal protective equipment
- work order
- relevant personnel for the purposes of communicating information
- documents, spreadsheets and commonly used proforma documents
- organisational policies and procedures relevant to operating a portable sawmill

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Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting.

Assessor requirements

Assessors must:

- hold the appropriate assessor competency standards as outlined in regulations; and
- be able to demonstrate vocational competencies at least to the level being assessed; and

be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and assessor competence

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPSAW4201 Plan and monitor timber treatment plant operations

Modification History

Release	Comment
1	Replaces equivalent unit FPISAW4201B Plan and monitor timber treatment plant operations, which was first released with FPI11 Forest and Forest Products Training Package version 2.2. This is the first release of this unit in the new standards format.

Application

This unit of competency describes the outcomes required to plan, monitor, modify and assess timber treatment plant operations, within the scope of the person's job and authority.

The unit applies to those who treat timber in a forest products factory setting such as a production or treatment plant supervisor.

Copper Chrome Arsenate (CCA) chemical is a restricted chemical product, which means that CCA can only be supplied and handled by suitably trained and authorised persons.

The Australian Pesticides and Veterinary Medicines Authority (APVMA) advised that as of 1 July 2012, CCA products can only be supplied to, and used by, suitably trained persons authorised under a relevant state or territory law from that date.

Licensing, legislative, regulatory, or certification requirements apply to this unit in some states and territories at the time of publication, and may differ according to jurisdiction.

In Victoria, to comply with licence/permit requirements, organisations must ensure that employees working with CCA demonstrate competence in this unit (FWPSAW3201 Treat timber), or that persons working with CCA do so under the direct supervision (sight and sound) of a trained and authorised person.

For regulatory information and details in other states and territories refer to the state or territory licensing body.

Pre-requisite Unit

Nil

Unit Sector

Sawmilling and Processing

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Elements and Performance Criteria

Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.*
1. Plan treatment plant procedures	1.1 Identify site-based workplace procedures relevant to treatment of timber. 1.2 Assess timber condition and characteristics and record moisture content. 1.3 Apply timber treatment schedules in line with site procedures and environmental requirements. 1.4 Plan and apply water management procedures. 1.5 Plan and prescribe waste minimisation and control measures. 1.6 Establish and maintain communication with others in line with organisational and workplace health and safety (WHS) requirements.
2. Monitor treatment plant performance	2.1 Check and interpret charge sheets to ensure accuracy. 2.2 Check and interpret reconciliation statements to ensure accuracy. 2.3 Check and analyse process trends for optimum performance. 2.4 Monitor treatment operations and output to record possible process improvements and to ensure maximum cost effectiveness. 2.5 Control non-conforming treated timber in line with site procedures and environmental requirements. 2.6 Investigate, record and report treatment operations, major problems and equipment faults in line with site requirements.
3. Modify operations and assess technical developments	3.1 Initiate approved modifications to schedules to ensure optimum performance. 3.2 Document and communicate treatment improvement modifications in line with site procedures. 3.3 Diagnose developments in treatment processes and related technology for possible implementation. 3.4 Analyse and assess technical developments for potential incorporation into existing plant operations and procedures. 3.5 Authorise, trial, document and introduce proposed developments into site operations. 3.6 Dispose of timber from unsuccessful trials in line with site procedures and environmental requirements.

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Foundation Skills

This section describes those core and employment skills that are essential to performance and are not explicit in the performance criteria.	
Learning skills to:	• identify and follow safe timber treatment procedures from organisational and manufacturer requirements (written and verbal) • efficiently and effectively plan and monitor timber treatment plant operations.
Numeracy skills to:	• produce treatment schedules • interpret charge sheets, reconciliation statements and process trends • assess moisture content of timber.
Oral communication skills to:	• report major problems and equipment faults.
Reading skills to:	• analyse work orders to determine job requirements.
Writing skills to:	• record and report workplace information • maintain documentation accurately.

Range of Conditions

Not Applicable

Unit Mapping Information

FPISAW4201B Plan and monitor timber treatment plant operations,

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPSAW4201 Plan and monitor timber treatment plant operations

Modification History

Release	Comment
1	Replaces equivalent unit FPISAW4201B Plan and monitor timber treatment plant operations, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format. Assessment requirements now specify the performance and knowledge evidence, as well as assessment conditions for this unit of competency. These sections simplify and replace components used in the previous unit format, including 'Required Skills and Knowledge, Evidence Guide and Range Statement'.

Performance Evidence

A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit. If a specific volume or frequency is not stated below, then evidence must be provided that the following requirements have been performed on at least one occasion:

- follow organisational policies and procedures relevant to planning and monitoring timber treatment plant operations
- assess, schedule and apply treatment plant procedures for timber samples
- monitor treatment plant performance and modify operations as required
- analyse and assess technical developments for incorporation into existing operations and procedures
- map processing conditions to establish trends and use this information for modifications
- modify timber treatment plant operations for the enterprise
- follow planning, communications and scheduling for timber treatment plant operations
- complete workplace documentation required for timber treatment plant operations including charge sheets to complete records of:
  - treatment plant charge
  - amount of power and energy developed and used, and
- reconciliation statements:
  - statements reflecting chemical usage and cost
  - treatment times for cycles
  - breakdown losses
  - energy costs
  - modification expenses.

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Knowledge Evidence

A person competent in this unit must be able to demonstrate knowledge of:

- organisational and site standards, requirements, policies and procedures for planning and monitoring timber treatment plant operations
- Australian Standards for Timber Treatment
- environmental protection requirements, including the safe disposal of waste material, the safe use and storage of chemicals and minimising carbon emissions
- typical work flow processes and techniques for chemically treating timber:
  - full cell
  - modified cell
  - empty cell
  - double vacuum
  - immersion
  - rueping
  - dip diffusion
  - vat and sprays
- moisture content of timber for treatment
- effective and efficient use of energy
- effective and efficient use of materials
- timber treatment plant operation procedures
- water management methodologies
- waste minimisation control measures
- treatment plant modification strategies
- technical development diagnosis and solution methodologies
- types of tools and equipment and procedures for their safe use, operation and maintenance
- procedures for recording and reporting workplace information.

Assessment Conditions

The following resources must be made available:

- personal protective equipment suitable for chemically treating timber
- manufacturers ‘safety data sheets, or equivalent plain English information, for chemicals and preservative solutions
- work order with specific instructions for chemical treatment of timber
- template documents for recording chemical stock levels, processes and equipment faults
- relevant personnel for the purposes of communicating information
- organisational procedures for chemically treating timber
- a suitably licensed person to monitor and supervise handling of CCA during assessment.

Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting.

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Assessor requirements

Assessors must:

- hold the appropriate assessor competency standards as outlined in regulations; and
- be able to demonstrate vocational competencies at least to the level being assessed; and
- be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and assessor competence.

Links

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FWPSAW4202 Plan and monitor saw log operations

Modification History

Release	Comment
1	Replaces equivalent unit FPISAW4202B Plan and monitor saw log operations, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format.

Application

This unit of competency describes the outcomes required to plan flitch, cant sizes and cutting patterns and schedules, produce work orders for sawyers and to manage operational logistics for log sawing activities. Work is completed in a forest and wood products factory and also involves monitoring and evaluating processes to determine improvements.

The unit applies to Sawyer, Saw Operator, Sawmill supervisor.

No licensing, legislative, regulatory, or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Sawmilling and Processing

Elements and Performance Criteria

Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.*
1. Plan saw log operations	1.1 Assess individual logs for types of flitches and cants that can be cut and determine optimal cutting pattern. 1.2 Plan and document cutting patterns to maximise output and minimise wastage. 1.3 Develop timber cutting schedules and work orders and brief

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	sawyers in line with organisational procedures. 1.4 Identify variations in timber characteristics and report to sawyers.
2. Coordinate saw log operations	2.1 Assist sawyers to evaluate logs and sawing problems. 2.2 Monitor timber cutting processes; assess for quality of cutting pattern, suitability to log condition and ability to maintain schedule. 2.3 Modify cutting patterns and schedule to ensure optimum performance and communicate to sawyers. 2.4 Ensure processed logs are directed to designated area for storage or further processing. 2.5 Complete and maintain operating logs and cutting records in line with organisational procedures. 2.6 Investigate, record and report major processing and equipment faults and resolve or report to appropriate personnel.
3. Evaluate saw log performance	3.1 Monitor and evaluate saw log operations and output to determine process improvements. 3.2 Document process improvements and communicate to appropriate personnel in line with organisational procedures.

Foundation Skills

This section describes those core and employment skills that are essential to performance and are not explicit in the performance criteria.	
Numeracy skills to:	• complete routine calculations to measure log diameters • complete complex calculations to determine: • potential volume return from logs • cutting schedules considering human and equipment resource capacity.
Oral communication skills to:	• provide clear and unambiguous information to sawyers about initial and changing cutting patterns and schedules.
Reading skills to:	• interpret basic operational cutting and processing logs completed by sawyers.

Writing skills to:	• develop comprehensive documents in a style and format easily understood by others:
	  • cutting patterns and schedules
	  • work orders
	  • reports on process improvements
	• complete accurate basic records of cutting output and equipment

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	faults.
Planning and organising skills to:	• source, collect and organise data to inform cutting schedules and process improvement reports • efficiently and logically manage operational logistics for log sawing activities.
Problem-solving skills to:	• assess timber cutting processes during operation and take quick action to modify cutting patterns and schedules to resolve output problems • investigate major equipment faults, consider systematic issues and resolve • analyse production problems, consider various solutions and determine process improvements.
Teamwork skills to:	• take responsibility for coordinating a team of sawyers for effective saw log operations.
Technology skills to:	• assess logs, determine cutting patterns and schedules to maximise production outcomes and monitor effective saw log operations • use a computer, keyboard and software to prepare cutting schedules, work orders and reports.

Range of Conditions

Not Applicable

Unit Mapping Information

FPISAW4202B Plan and monitor saw log operations

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPSAW4202 Plan and monitor saw log operations

Modification History

Release	Comment
1	Replaces equivalent unit FPISAW4202B Plan and monitor saw log operations, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format. Assessment requirements now specify the performance and knowledge evidence, as well as assessment conditions for this unit of competency. These sections simplify and replace components used in the previous unit format, including Required Skills and Knowledge, Evidence Guide and Range Statement

Performance Evidence

A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit. If a specific volume or frequency is not stated below, then evidence must be provided that the following requirements have been performed on at least one occasion:

- follow organisational policies and procedures relevant to planning and monitoring saw log operations
- planning and monitoring of saw log operations for the enterprise
- modify cutting patters and schedules or saw log operations
- coordinate personnel to follow planning, communications and scheduling for saw log operations

Knowledge Evidence

A person competent in this unit must be able to demonstrate knowledge of:

- purpose, features and operation of equipment used for assessing logs
- capacity of log sawing equipment and systems
- methods used to assess logs for:
  - diameter
  - curvature
  - faults
  - species
  - moisture content
  - volume and type of flitches and cants that can be cut

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- stages of the log sawing process
- typical flow of log supply in and out of the sawing area
- cutting patterns used on logs to achieve maximum output of flitches or cants
- methods of determining cutting schedules to maximise efficient handling of logs to be sawn
- methods used to assess timber cutting processes for quality of outcomes and scheduling
- format, content and use of:
  - cutting pattern documents
  - cutting schedules
  - work orders
  - operating logs and cutting records
  - process improvement reports
- organisational procedures specific to planning and monitoring saw log operations:
- communication reporting lines for sawyer team members and self
- documenting cutting patterns, schedules, work orders and reports
- recording and reporting systematic equipment faults.

Assessment Conditions

The following resources must be made available:

- log measuring equipment
- moisture probes
- computers, keyboards, printers and software used to prepare planning and production documents
- personal protective equipment suitable for assessing logs
- a diverse, comprehensive and commercial range of logs
- template:
  - cutting pattern documents
  - cutting schedules
  - work orders
  - operating logs and cutting records
  - process improvement reports
  - record for equipment faults
- organisational procedures for planning and monitoring saw log operations
- relevant personnel for the purposes of communicating information
- a team of sawyers with whom the individual can interact.

Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting. Sawing operations must be present in order that the individual can monitor, assess and modify cutting patterns and schedules in response to changing circumstances.

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Assessor requirements

Assessors must:

- hold the appropriate assessor competency standards as outlined in regulations; and
- be able to demonstrate vocational competencies at least to the level being assessed; and
- be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and assessor competence.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPSAW4203 Coordinate timber drying operations

Modification History

Release	Comment
1	Replaces equivalent unit FPISAW4203B Coordinate timber drying operations, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format.

Application

This unit of competency describes the outcomes required to plan and coordinate timber drying procedures. It includes managing the kiln and the schedules for drying timber.

The unit applies to operators who dry timber in a forest and wood products factory setting.

No licensing, legislative, regulatory, or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Sawmilling and Processing

Timber Manufactured Products

Elements and Performance Criteria

Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.*
1. Plan drying procedures	1.1 Assess, measure and record moisture content and variations in timber. 1.2 Plan process cycles and develop timber drying schedule. 1.3 Review organisational policies and procedures for drying procedures and kiln management.

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2. Control drying operations	2.1 Implement standard operating procedures for the kiln. 2.2 Oversee loading of timber according to quantities scheduled for drying. 2.3 Check and analyse process trends. 2.4 Implement modifications for optimum performance in the drying process. 2.5 Check and control seasoning chambers throughout the drying process. 2.6 Oversee transfer and storage of dried timber.
3. Complete documentation	3.1 Complete operating logs and seasoning records. 3.2 Identify areas for improvement. 3.3 Record and report major problems and equipment faults.

Foundation Skills

This section describes those core and employment skills that are essential to performance and are not explicit in the performance criteria.	
Numeracy skills to:	• manage temperatures and drying times. • coordinate the quantity of timber.
Writing skills to:	• complete records and reports.
Planning and organising skills to:	• plan and organise production schedules.

Range of Conditions

Not Applicable

Unit Mapping Information

FPISAW4203B Coordinate timber drying operations

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Assessment Requirements for FWPSAW4203 Coordinate timber drying operations

Modification History

Release	Comment
1	Replaces equivalent unit FPISAW4203B Coordinate timber drying operations, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format. Assessment requirements now specify the performance and knowledge evidence, as well as assessment conditions for this unit of competency. These sections simplify and replace components used in the previous unit format, including 'Required Skills and Knowledge, Evidence Guide and Range Statement.

Performance Evidence

A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit. If a specific volume or frequency is not stated below, then evidence must be provided that the following requirements have been performed on at least one occasion:

- assess, schedule and coordinate drying procedures for the enterprise
- monitor drying operations and output, and make necessary modifications
- coordinate timber drying operations for efficiency and safety
- resolve problems so that production schedules are met
- coordinate personnel to follow schedules for timber drying operations throughout all stages of the process.

Knowledge Evidence

A person competent in this unit must be able to demonstrate knowledge of:

- kilns and their features which must include:
  - low temperature kilns
  - conventional
  - high temperature kilns and vacuum dryers
- timber characteristics, timber moisture content and how to avoid cracking and deforming of timber in the drying process
- charge sheets
- the safe disposal of waste material
- organisational and site policies and procedures for timber drying operations

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- mechanisms to ensure the efficient and effective use of energy
- timber drying operation procedures
- process cycles and modifications
- Procedures for recording and reporting workplace information.

Assessment Conditions

The following resources must be made available:

- kiln or vacuum dryer
- timber for drying
- relevant personnel for the purposes of communicating information
- documents, spreadsheets and commonly used proforma documents
- personal protective equipment required for co-ordinating timber drying operations.

Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting.

Assessor requirements

Assessors must:

- hold the appropriate assessor competency standards as outlined in regulations; and
- be able to demonstrate vocational competencies at least to the level being assessed; and
- be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and assessor competence.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPSAW4205 Plan and monitor timber conversion

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 4.0.

Application

This unit of competency describes the skills and knowledge required to plan the production of timber from flitches and cants in a timber processing facility. Work involves responsibilities in planning cutting patterns and schedules, coordinating sawing processes and monitoring equipment and output for improvement.

The unit applies to individuals who work as supervisors and production supervisors in timber processing facilities. They generally demonstrate autonomy, judgement and limited responsibility in known or changing contexts and within established parameters.

All work must be carried out to comply with workplace procedures, according to state/territory health and safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Sawmilling and Processing

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Plan timber production from flitches and cants	1.1 Review workplace health and safety requirements, environmental protection practices and emergency procedures according to

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	operational requirements 1.2 Identify and control hazards and use personal protective equipment according to workplace requirements and health and safety legislation to maintain safe work practices 1.3 Assess flitches and cants for types of timber that can be cut and determine the optimal cutting pattern 1.4 Plan and document cutting patterns to maximise output and minimise wastage 1.5 Develop timber cutting schedules and work orders and brief sawing operators according to workplace procedures 1.6 Identify variations in timber characteristics and report to sawing operators
2. Coordinate sawing operations for timber production	2.1 Assist sawing operators to evaluate flitches and cants and sawing problems 2.2 Monitor and assess timber cutting processes for the quality of cutting pattern, suitability to flitch or cant condition and ability to maintain production schedule 2.3 Modify cutting patterns and production schedule as required to ensure optimum performance, and communicate to sawing operators 2.4 Assist sawing operators to reject sub-standard flitches and cants and ensure they are disposed of according to environmental protection practices 2.5 Ensure processed timber is directed to a designated area for storage or further processing 2.6 Complete and maintain records of cutting output according to workplace procedures 2.7 Investigate, record and report major processing and equipment faults and resolve or report to appropriate personnel
3. Evaluate and determine process improvement	3.1 Monitor and evaluate timber conversion operations and output to determine process improvements 3.2 Document process improvements and communicate to appropriate personnel according to workplace procedures

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Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description

Numeracy	• Complete routine calculations to measure flitches and cants
	• Complete complex calculations to determine:
	  • potential volume return from flitches and cants
	  • cutting schedules considering human and equipment resource capacity

Navigate the world of work	• Understand main tasks, responsibilities and boundaries of own role • Take responsibility for coordinating a team of sawing operators for effective timber production operations
Interact with others	• Use modes of communication suitable for the purpose to facilitate process improvements
Get the work done	• Use a computer, keyboard and software to prepare cutting schedules, work orders and reports

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FWPSAW4205 Plan and monitor timber conversion	FWPSAW4204 Plan and monitor board conversion	Updated industry terminology, workplace health and safety requirements and foundation skills; clarified intent of the unit and assessment requirements; changed unit title and code for compliance and consistency with the updates.	Equivalent unit

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Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPSAW4205 Plan and monitor timber conversion

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 4.0.

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit. There must be evidence that, on at least one occasion, the individual has:

- followed workplace health and safety requirements and environmental procedures for planning and monitoring timber production from flitches and cants
- planned and monitored timber production from flitches and cants
- modified cutting patterns and schedules for timber sawing operations
- coordinated personnel to follow planning, communications and scheduling of timber sawing operations for timber production.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- health and safety hazards or risks related to sawing operations for timber production as identified through risk assessments, manufacturer technical information, regulations and industry health and safety guides
- workplace procedures specific to planning and monitoring sawing operations for timber production:
  - health and safety, including the use of personal protective equipment (PPE)
  - communication reporting lines for sawyer team members and self
  - documenting cutting patterns, schedules, work orders and reports
  - recording and reporting systematic equipment faults
- environmental protection practices for disposing of, recycling and reusing timber
- purpose, features and operation of equipment used for assessing flitches and cants
- capacity of timber sawing equipment and systems
- methods used to assess flitches and cants for size, volume and type of timber that can be cut

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- methods used to assess timber for the sawn finish and dimensional consistency
- stages of the sawing process for timber production
- typical flow of flitch and cant supply in and out of the timber sawing area
- cutting patterns used on flitches and cants to achieve maximum output of timber
- methods of determining cutting schedules to maximise efficient handling of flitches and cants to be sawn
- methods used to assess timber cutting processes for the quality of outcomes and scheduling
- format, content and use of:
  - cutting pattern documents
  - cutting schedules
  - work orders
  - cutting records
  - process improvement reports.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - flitch and cant measuring equipment
  - computers, keyboards, printers and software used to prepare planning and production documents
  - PPE suitable for assessing flitches and cants
  - a diverse, comprehensive and commercial range of flitches and cants
- specifications:
  - cutting pattern documents
  - cutting schedules
  - work orders
  - cutting records
  - process improvement reports
  - record for equipment faults
  - workplace procedures for planning and monitoring timber production from flitches and cants, including health and safety and emergency procedures and environmental protection procedures
- relationships:
  - relevant personnel for the purposes of communicating information.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

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FWPTMM3208 Apply critical workplace processes in the manufacture of prefabricated timber building systems

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 4.0.

Application

This unit of competency describes the skills and knowledge required to conduct production tasks on an assembly line for panelised or modular prefabricated timber building systems safely and efficiently. Critical workplace processes covered in this unit include workplace health and safety, storage and handling of building materials for major timber building sub-assemblies, quality check at the workstations before and after assembly work and control of waste material for disposal.

The unit applies to individuals who work as operators in a prefabricated timber building systems manufacturing plant. These include wood machinists, carpenters or joiners, supervisors and other trade and multi-skilled operators. Operators generally work under broad or limited direction to complete routine activities related to their own work, and take responsibility for their work.

In order to undertake this unit, individuals must have a relevant qualification or equivalent.

All work must be carried out to comply with workplace procedures, according to state/territory health and safety regulations, legislation and standards that apply to the workplace.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Timber Manufactured Products

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Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Apply workplace health and safety during the assembly operation	1.1 Obtain and review workplace health and safety requirements and emergency procedures for assembly operation and, where required, check with appropriate personnel 1.2 Use personal protective equipment and identify and report hazards, accidents, incidents or near misses throughout assembly operation according to workplace requirements and health and safety legislation to maintain safe work practices
2. Store and handle building materials for major sub-assemblies	2.1 Use the storage system provided for tools, equipment and building materials to enhance accessibility, protect material, and replenishment of commonly used resources 2.2 Ensure that large sub-assemblies and materials are positioned according to workplace procedures for ease of access and safety, enabling optimal use of floor space and production efficiency
3. Check the quality of building materials before assembly work begins	3.1 Obtain and review task-specific information including design and production documents to ensure that product quality and production schedules and targets are met and that materials used conform to building products 3.2 Access building materials from storage, check the suitability for the task, quantity, relevant product certification and quality and assemble as required to meet design specifications, standards, codes, certification and production schedule 3.3 Ensure partition walls, floor elements and other regulated components are certified for thermal, acoustic and fire properties according to the design, local codes and standards 3.4 Report any incorrect information and unsuitable and non-conforming building materials to appropriate personnel for repairing the defect, resolving its cause and preventing recurrence 3.5 Access sub-assemblies from storage and check incoming variations in work processes or in design and equipment specifications 3.6 Address or report incoming variations to the appropriate personnel 3.7 Follow workplace procedures to ensure that the work is of the required standard and completed on time
4. Check the quality of completed sub-assembly product and process	4.1 Complete and check the quality of the assembly work to ensure it meets design specifications 4.2 Identify and rectify safety risks associated with manual handling

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	of completed sub-assembly or prefabricated timber building system before its release to the next workstation or its delivery for on-site installation 4.3 Document and report time, product variations and work processes to identify non-value-added activities, delays and inefficiencies and initiate process improvement
5. Assess waste materials for reuse or disposal	5.1 Sort and store waste materials from assembly work according to health and safety procedures 5.2 Prepare waste materials for reuse or disposal according to workplace procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Read a range of workplace documentation, including workplace health and safety plans, materials certification, design and production documents
Numeracy	• Calculate quantity, length, volume, area and waste associated with the assembly of prefabricated timber building systems
Navigate the world of work	• Take responsibility for decisions made to meet specifications and workplace requirements
Interact with others	• Understand what to communicate, with whom and how in routine work situations
Get the work done	• Take responsibility for planning and organising own workload

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status

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FWPTMM3208 Apply critical workplace processes in the manufacture of prefabricated timber building systems	Not applicable	New unit	No equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPTMM3208 Apply critical workplace processes in the manufacture of prefabricated timber building systems

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 4.0.

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit. There must be evidence that, on at least three occasions, the individual applied critical workplace processes in the manufacture of prefabricated timber building systems for one or more panelised or modular prefabricated timber building system types, including:

- cross-laminated timber floor and wall systems
- post and beam systems (Glulam, laminated veneer lumber)
- panelised floor cassette systems
- panelised wall systems (including cladding, insulation, windows or doors)
- panelised and pre-finished wall systems (inclining above, electrical, plumbing, mechanical or lining)
- pre-finished and fully finished timber-based modules.

In doing the above, the individual has:

- implemented workplace health and safety procedures and practices at the assembly workstation
- demonstrated safe and efficient work practice for storing and handling building materials and sub-assemblies according to workplace procedures
- reviewed design and production documents and understood assembly work requirements regarding quality, quantity and production schedules and targets
- checked the quality of building materials and sub-assemblies from previous work against design specifications and certification requirements before commencing the assembly work
- checked completed sub-assembly or prefabricated timber building system against specifications and safe manual handing before being released to the next workstation or delivered for on-site installation
- documented and reported time and product variations, defects and work processes efficiently and according to workplace procedures.

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Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- task-specific information and requirements contained in drawings, design specifications, production schedules, work method statements, risk assessments and manufacturer information
- health and safety hazards or risks related to the assembly activity and as identified through risk assessments, manufacturer technical information, regulations and industry health and safety guides, including:
  - lifting and handling of large building materials and sub-assemblies, including the use of tools and handling equipment
  - methods of work
  - product storage
- workplace health and safety procedures and practices related to the assembly activities, including:
  - emergency response procedure and responsibilities when involved with fires, spillages and injuries relating to occupational activities
  - accident reporting procedures and responsibilities
  - safe use of personal protective equipment (PPE)
- efficient storage of building materials and replenishment systems in the off-site manufacture of prefabricated timber building systems
- methods for efficient handling and positioning of large timber building sub-assemblies and materials at workstations along assembly lines
- aspects of design specifications for a range of prefabricated timber building systems and their final application:
  - types, quantity, quality, sizes, suitability and sustainability of building materials including wood structural components and fixings; choice of materials and properties
  - services components including hydraulics, electrical or heating, ventilation and air conditioning
  - jurisdictional standards, codes and certifications for building materials, services, components and fixings in the location where prefabricated timber building systems are installed
  - regulated components, including partition walls and floor elements, and valid documentation for attesting compliance with thermal, acoustic and fire requirements
  - acceptable tolerances and continuity or discontinuity requirements for materials, insulation systems and services related to a range of prefabricated timber building systems; the importance for on-site installation and in-service life cycle
- workstations or operations associated with a particular production line for prefabricated timber building systems; order of sequence or flow of sub-assembled products and information between process activities
- bottleneck operations and causes for delays or inefficiencies, including product design variations and rework due to damage, material unavailability, poor quality, incorrect positioning in the sub-assembly area, design questions or errors

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- methods for and importance of reporting incorrect information, unsuitable building material resources, incoming defects and design variations
- elements associated with manual handling hazards and risks of completed timber building systems, including:
  - cut metal edges
  - exposed screw tips and nails
  - abrasion of insulation materials resting on metal edges
  - pinch points in connections
  - surfaces that can retain rainwater
- methods for sorting and storing waste materials.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a workstation on an assembly line for prefabricated timber building systems or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - specialised tools and material handling equipment for the operational activity
  - building materials and sub-assemblies related to different prefabricated timber building systems
  - PPE used in the off-site manufacture of prefabricated timber building systems
- specifications:
  - access to drawings, design documentation, production schedules and targets, method statements, risk assessments, workplace health and safety procedures, manufacturer information, certification for regulated building material and building regulations
  - access to emergency procedures
  - access to templates for documenting and reporting issues regarding product quality and time and process variations
- timeframes:
  - according to the time specified in the production schedule.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPTMM3209 Install prefabricated timber building systems on-site

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 4.0.

Application

This unit of competency describes the skills and knowledge required to position and connect panelised or modular prefabricated timber building systems safely and correctly during on-site installation.

The unit applies to individuals who work in the occupational area of installing prefabricated timber building structures. These include construction workers, carpenters or joiners and site supervisors. They generally work under broad or limited direction to complete routine activities related to their own work, and take responsibility for their work.

In order to undertake this unit, individuals must have a relevant trade qualification or equivalent.

All work must be carried out to comply with workplace procedures, according to state/territory health and safety regulations, legislation and standards that apply to the workplace.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Timber Manufactured Products

Elements and Performance Criteria

Elements	Performance Criteria

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Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Apply workplace health and safety during on-site installation	1.1 Obtain all workplace health and safety information to ensure that activities are performed safely 1.2 Identify workplace and task-specific hazards and report accidents, incidents or near misses during on-site installation according to workplace health and safety requirements to maintain a safe workplace 1.3 Identify and use required risk-control and safety measures and equipment according to workplace health and safety requirements
2. Plan and prepare for installation work	2.1 Obtain and review relevant workplace information, including task instructions, drawings, design specifications, schedules and manufacturer information, and seek clarification if necessary 2.2 Confirm installation timeframe and sequence with relevant stakeholders or personnel to meet design specifications and on-site work schedules 2.3 Review drawings and design specifications to identify the type, location and quantity requirements for fixings, connections and bracing 2.4 Check building structure, slab or floor area and report non-conformance as per workplace processes 2.5 Select tools, auxiliary materials and equipment for the installation of prefabricated timber building systems as required, and set up equipment to meet safe work requirements 2.6 Obtain information needed to ensure that the inspection, use, maintenance and storage of equipment comply with manufacturer directions 2.7 Maintain appropriate ongoing communications and briefings with key stakeholders, including feedback and timeline reviews, for the duration of the installation
3. Check prefabricated timber building systems logistics and storage on-site	3.1 Ensure prefabricated timber building systems are delivered on-site in-line with the phase of the construction project and installation 3.2 Ensure there is no risk of damage by weather (moisture), traffic or general construction to prefabricated timber building systems and that they are stored as close as practically possible to the construction site when storage is required 3.3 Check prefabricated timber building systems, connections and support points for quantity, quality, tolerance compliance and conformance and damage upon delivery, and report issues to the appropriate personnel or according to operational requirements

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
4. Install prefabricated timber building systems	4.1 Use tools and equipment safely and correctly according to operational requirements and manufacturer specifications to measure, mark out, level, finish and secure prefabricated timber building systems according to specifications 4.2 Assist crane or dogger operators to lift prefabricated timber building systems in the sequential order and apply accurate placement and connection techniques to the required tolerances and specifications 4.3 Check corners and walls to ensure they are accurately levelled, plumbed and squared according to specifications and operational requirements 4.4 Check prefabricated timber building systems after installation against critical performance metrics and apply sealants as required to ensure compliance with fire, waterproofing and acoustic requirements and with design specifications 4.5 Protect prefabricated timber building systems from damage and adverse weather conditions during the installation work and other worksite activities
5. Complete installation	5.1 Complete installation within the required timeframe and according to on-site work schedules 5.2 Maintain and store hand and power tools, equipment and machinery according to operational requirements 5.3 Keep work area and access areas free of debris and waste material according to operational requirements 5.4 Record any quality checks and changes or variations applied to a prefabricated timber system during the on-site installation work, according to operational requirements and communicate the process

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	**Description**
Navigate the world of	• Take responsibility for decisions made to meet design

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Skill	Description
work	specifications and installation, storage and worksite requirements
Interact with others	• Understand what to communicate, with whom and how in routine work situations • Provide relevant information to others as required
Get the work done	• Take responsibility for planning and organising own workload • Assess effectiveness regarding how well the work was achieved and how closely the process followed the original plan and timeframes • Consider how to link with the work of others

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FWPTMM3209 Install prefabricated timber building systems on-site	Not applicable	New unit	No equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPTMM3209 Install prefabricated timber building systems on-site

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 4.0.

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit. There must be evidence that, on at least three occasions, the individual has installed prefabricated timber building systems on-site, for two or more panelised or modular prefabricated timber building system types, including:

- cross-laminated timber floor and wall systems
- post and beam systems (Glulam, laminated veneer lumber)
- panelised floor cassette systems
- panelised wall systems (including cladding, insulation, windows or doors)
- panelised and pre-finished wall systems (inclining above, electrical, mechanical, plumbing or lining)
- pre-finished and fully finished timber-based modules.

In doing the above, the individual has:

- complied with health and safety requirements and regulations applicable to workplace operations
- identified design requirements and installation sequence of prefabricated timber building systems
- identified and selected correct fittings, connections, tie-downs and braces for the installation of prefabricated timber building systems
- checked suitability of building structure, slab or floor area for the installation of prefabricated timber building systems
- applied workplace quality procedures and processes in the context of installing prefabricated timber building systems
- selected and used processes, tools and equipment for measuring, marking out, levelling and securing prefabricated timber building systems into place
- placed prefabricated timber building system safely, efficiently and to required tolerances and installed connectors to required specifications
- checked that walls and corners are accurately levelled, plumbed and square
- identified typical faults and problems and rectified faults
- communicated efficiently with others, exchanging feedback and timeline reviews.

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Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- relevant current health and safety legislative obligations and workplace procedures as described in industry health and safety guides and site workplace health and safety plans
- hazards associated with the construction work and as identified through safe work method statements (SWMS), risk assessments, manufacturer technical information, regulations and industry health and safety guides, including but not limited to:
  - building systems and components
  - methods of work
  - waste material
  - risk of fire
  - power lines
  - cabling and plumbing
  - drains covered correctly
  - access and egress
- safety measures and equipment:
  - fire prevention and emergency procedures
  - evacuation procedure
  - signs and barricades
  - personal protective equipment (PPE)
  - fall prevention and fall arrest equipment
  - other methods for reducing the risk from fire and other hazards on a construction site as defined in the National Construction Code and site safety plan
- types of task-specific documents, their source, information included and how they are read and interpreted with reference to:
  - drawings
  - design specifications
  - on-site workflow, schedules and targets
  - method statements
  - risk assessments
  - progress charts and timetables
  - manufacturer information
  - product certifications
  - building regulations
- basic design and offsite manufacture processes for prefabricated timber building systems for recognising problems that arise from missing information, damaged or faulty prefabricated timber building systems and understanding methods to resolve them
- installation design specifications for different prefabricated timber building systems with reference to:

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  - installation sequence
  - lifting equipment, support connections and techniques
  - bracing techniques
  - technical properties and specific requirements of materials, elements, components, insulations and connections
  - mechanical fixings, tie-downs and braces, connection strengths and installation tolerances
- building checks before prefabricated timber building system installation and the importance of checking
- testing and checking of prefabricated timber building systems for quality assurance:
  - required tests for different prefabricated timber building system and methods to undertake them
  - test sampling and frequency of testing within a managed process
- specialised tools and equipment for installation and fixing of different prefabricated timber building systems and methods of operation
- methods for measuring and calculating the quantity, length, area, centre of gravity and mass of different prefabricated timber building systems for lifting and installation operations
- techniques for accurate placement of prefabricated timber building systems before the full installation
- problems or faults related to prefabricated timber systems, including materials, components, connections or insulations that arise from on-site installation and impact on structural, fire and acoustic performance of the system
- critical performance metrics used in the on-site installation operations of prefabricated timber building systems regarding quality, cycle time, productivity and inventory
- methods for reporting:
  - circumstances that affect the work cycle time
  - quality checks
  - product changes or variations during installation
- maintenance and servicing requirements for tools and equipment as outlined in workplace procedures or manufacturer manual
- waste management procedures regarding safe disposal and recycling.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a construction site or environment that accurately represents workplace conditions
- resources, equipment and materials:
  - specialised tools and equipment for installation and fixing of prefabricated timber building systems
  - prefabricated timber building systems, components, sections and fittings

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    - PPE, signs and barricades, fall prevention and fall arrest equipment used in building construction operations
- specifications:
    - access to workplace health and safety policies, SWMS, emergency procedures, fire safety plans, drawings, design specifications, on-site workflow, schedules and targets, work method statements, risk assessments, manufacturer information and operating instructions for specialised tools and equipment, product certifications and building regulations
- relationships:
    - team member(s) including licenced crane operator and licenced dogger to lift prefabricated timber building systems
- timeframes:
    - according to time specified in job sheet.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPTMM4203 Install and commission CNC software

Modification History

Release	Comment
1	Replaces equivalent unit FPITMM4203B Install and commission CNC software, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format.

Application

This unit of competency describes the outcomes required to install and commission computer numerically controlled (CNC) processes and machine control programs for CNC sizing machines and CNC machining and processing centres. Work is completed in a forest and wood products factory setting

The unit applies to managers or supervisors of timber manufacturing facilities who update machinery and commission new equipment in response to technological improvements and new operational imperatives.

No licensing, legislative, regulatory, or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Timber Manufactured Products

Timber Merchandising

Elements and Performance Criteria

Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.*
1. Prepare for software	1.1 Diagnose program format and operational purpose and

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installation	identify specified applications. 1.2 Check specifications for intended operating conditions. 1.3 Check program instructions for compliance with specifications. 1.4 Counter set software timers to specification.
2. Install automatic process machine control programs	2.1 Select appropriate program loading technique. 2.2 Connect external loading devices correctly to automatic process machine control system. 2.3 Place machine control system in correct operational mode to accept program loading. 2.4 Download program in line with manufacturer's recommended procedure. 2.5 Check during and after downloading to ensure accurate and complete data transfer. 2.6 Disconnect external program loading devices and connections from process and machine control system.
3. Commission automatic process and machine control program	3.1 Monitor operation of equipment using the program for accuracy and safe performance. 3.2 Measure and check outputs for compliance with specifications. 3.3 Check external inputs for compliance with specifications. 3.4 Check total operation for compliance with specifications and resolve any issues. 3.5 Identify location for storage of program master copy and store accordingly. 3.6 Record installation and commissioning process and problems and report to appropriate personnel.

Foundation Skills

This section describes those core and employment skills that are essential to performance and are not explicit in the performance criteria.	
Numeracy skills to:	• interpret sizing specifications for machines and monitor the operation of commissioned machines to ensure accurate calibration.
Reading skills to:	• interpret detailed and sometimes unfamiliar instructions for installing CNC software and commissioning machinery.

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Writing skills to:	• complete detailed and accurate reports on installation and commissioning processes and problems.
Planning and organising skills to:	• efficiently and logically manage operational logistics for installing software and commissioning machinery.
Problem-solving skills to:	• monitor machinery for compliance with calibration specifications and resolve any issues.
Technology skills to:	• use computerised operating controls for CNC machines to monitor accurate and safe performance.

Range of Conditions

Not Applicable

Unit Mapping Information

FPITMM4203B Install and commission CNC software

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPTMM4203 Install and commission CNC software

Modification History

Release	Comment
1	Replaces equivalent unit FPITMM4203B Install and commission CNC software, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format. Assessment requirements now specify the performance and knowledge evidence, as well as assessment conditions for this unit of competency. These sections simplify and replace components used in the previous unit format, including Required Skills and Knowledge, Evidence Guide and Range Statement

Performance Evidence

A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit. If a specific volume or frequency is not stated below, then evidence must be provided that the following requirements have been performed on at least one occasion:

- install and commission computer numerically controlled (CNC) software in CNC sizing machines and/or CNC machining and processing centres
- check that machine is operating safely and in line with its intended purpose and program
- complete a detailed and accurate report, for each installation, on the installation and commissioning process and problems encountered.

Knowledge Evidence

A person competent in this unit must be able to demonstrate knowledge of:

- for the CNC software:
- program format and operational purpose
- system functions and capabilities
- methods to install
- methods to commission machinery to operational specification
- requirements for safe storage of program master copy
- for the machine being commissioned:
- operational purpose and sizing specifications
- methods to monitor the operation of commissioned machines and check calibration

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- organisational procedures for recording and reporting on installation and commissioning processes and problems.

Assessment Conditions

The following resources must be made available:

- CNC sizing machines and CNC machining and processing centres
- CNC software programs
- machine sizing specifications
- instructions for installing CNC software and commissioning machinery
- template reports for installation and commissioning processes and problems
- relevant personnel for the purposes of communicating information
- organisational procedures for installing software and commissioning machinery

Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting.

Assessor requirements

Assessors must:

- hold the appropriate assessor competency standards as outlined in regulations; and
- be able to demonstrate vocational competencies at least to the level being assessed; and
- be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and assessor competence.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPTMM4204 Sample and test products to specifications

Modification History

Release	Comment
1	Replaces equivalent unit FPITMM4204B Sample and test products to specifications, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format.

Application

This unit of competency describes the outcomes required to take product samples and to select and apply authorised testing procedures to ascertain the cause of a problem or to improve techniques.

The unit applies to those who interpret test results and reporting findings in a forest products factory setting. Testing can be for manufactured products, components, assemblies, raw materials, timber, metal alloys, glass, adhesives, fillers, finishes and any other entities produced by the organisation.

No licensing, legislative, regulatory, or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Timber Manufactured Products

Timber Merchandising

Elements and Performance Criteria

Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.*
1. Prepare for testing	1.1 Select conforming or non-conforming products, materials or waste are for testing in line with organisational requirements.

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	1.2 Interpret product quality specifications and drawings and select test parameters. 1.3 Obtain type and quantity of entities for testing and note design features that impact on testing and inspection. 1.4 Select and calibrate appropriate equipment and check for operational effectiveness in line with manufacturer's recommendations. 1.5 Select and plan testing process in line with organisational procedures.
2. Test samples	2.1 Follow workplace health and safety procedures throughout testing activities. 2.2 Collect procedures and information on operator observation. 2.3 Analyse information on problems or improvement requirements. 2.4 Prepare samples and identify manufacturing dates, times and batches from production records. 2.5 Establish and review test data in line with organisational procedures. 2.6 Conduct test in line with industry standards and environmental protection practices. 2.7 Compare all collected data and check results by further sampling and testing.
3. Evaluate and report test outcomes	3.1 Evaluate test results for impact on production processes. 3.2 Take action to rectify or improve on achieved test results. 3.3 Develop recommendations and consider feasibility of suggestions. 3.4 Record test process, results and recommendations and report to production personnel to facilitate process control or change.

Foundation Skills

This section describes those core and employment skills that are essential to performance and are not explicit in the performance criteria.	
Learning skills to:	• test production samples and evaluate outcomes to inform new production techniques.
Numeracy skills to:	• determine appropriate numbers of entities for sample testing to provide reliable test results • interpret numerical production data from specifications, plans and drawings involving dimensions and mixture quantities • calculate and record dimensions and mixture quantities of

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	sampled entities and assess against quality specifications.
Oral communication skills to:	• ask questions and actively listen to consult with and seek feedback from production personnel.
Reading skills to:	• interpret information in product specifications and plans.
Writing skills to:	• clearly and accurately report on test process and test results • clearly represent rationale for recommended changes to future production processes.
Planning and organising skills to:	• efficiently and logically manage operational logistics for sample testing.
Problem-solving skills to:	• analyse production problems, consider various solutions and determine recommended changes.
Technology skills to:	• select, calibrate and use equipment appropriate for conducting tests • use a computer, keyboard and software to prepare reports.

Range of Conditions

Not Applicable

Unit Mapping Information

FPITMM4204B Sample and test products to specifications

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPTMM4204 Sample and test products to specifications

Modification History

Release	Comment
1	Replaces equivalent unit FPITMM4204B Sample and test products to specifications, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format. Assessment requirements now specify the performance and knowledge evidence, as well as assessment conditions for this unit of competency. These sections simplify and replace components used in the previous unit format, including Required Skills and Knowledge, Evidence Guide and Range Statement

Performance Evidence

A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit. If a specific volume or frequency is not stated below, then evidence must be provided that the following requirements have been performed on at least one occasion:

- sample and test product types in line with authorised testing procedures including:
  - manufactured products
  - components
  - assemblies
  - raw materials
  - timber
  - metal alloys
  - glass
  - adhesives
  - fillers, finishes
  - any other entities produced by the organisation
- evaluate test results, for the selected range of products, and complete a detailed and accurate report, covering:
  - test process
  - size of sample
  - results of testing against product quality specifications and set tolerances
  - recommendations to facilitate process control or change.

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Knowledge Evidence

A person competent in this unit must be able to demonstrate knowledge of:

- environmental protection practices for sampling and testing products in a forest products factory settings:
- reducing water and energy use
- safe use and storage of chemicals
- cleaning of plant, tools and equipment
- disposing of, recycling and reusing timber and other waste
- industry common and specific organisational:
- sampling and testing processes and techniques for products
- characteristics of raw materials and other entities
- testing conditions and facilities
- product quality specifications and set tolerances
- common types of tools and equipment used to test products; their purpose, features, operation and calibration requirements
- organisational procedures specific to sampling and testing products:
- workplace health and safety
- use of testing equipment
- sampling and testing processes
- communication reporting lines
- recording and reporting on test process and test results.

Assessment Conditions

The following resources must be made available:

- testing equipment, tools and gauges
- personal protective equipment suitable for sampling and testing products
- a comprehensive range of commercially available raw materials and other entities subject to testing
- product quality specifications and set tolerances
- templates for recording and reporting on test process and test results
- relevant personnel for the purposes of communicating information
- organisational procedures for sampling and testing products

Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting.

Assessor requirements

Assessors must:

- hold the appropriate assessor competency standards as outlined in regulations; and

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- be able to demonstrate vocational competencies at least to the level being assessed; and
- be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and assessor competence.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPTMM4208 Construct prototypes and samples for timber structures

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 4.0.

Application

This unit of competency describes the skills and knowledge required to construct prototypes and samples of timber structures in a production setting according to established plans, drawings or other specifications for testing the viability of timber construction methods.

The unit applies to individuals who work as timber fabricators, supervisors and designers of timber structures. They generally demonstrate autonomy, judgement and limited responsibility in known or changing contexts and within established parameters.

All work must be carried out to comply with workplace procedures, according to state/territory health and safety regulations, legislation and standards that apply to the workplace.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Timber Manufactured Products

Timber Merchandising

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for construction of prototypes and samples for timber structures	1.1 Review the purpose for prototype or sample, work order, prototype construction plans, workplace health and safety requirements, environmental protection practices and emergency procedures and, where required, clarify requirements with appropriate personnel 1.2 Identify and report hazards and use personal protective equipment according to workplace requirements and health and safety legislation to maintain safe work practices 1.3 Obtain the type and quantity of material to be assembled and hardware according to prototype construction plan and specifications 1.4 Select appropriate tools and equipment and check for operational effectiveness according to manufacturer recommendations 1.5 Plan and document stages of the prototype construction process
2. Set up equipment and components	2.1 Select and prepare set-up jigs required for prototype construction 2.2 Select timber components, check for compatibility with specifications and cut according to the prototype or sample plans 2.3 Position and clamp components in jigs ready for joining with allowable faults, joins and grain according to construction standards and grading rules 2.4 Identify defective components, incorrect timber cuts and off-cuts and dispose of or recycle according to environmental protection practices 2.5 Staple components to maintain temporary alignment during assembly
3. Construct and review prototypes and samples	3.1 Follow prototype construction plan throughout the assembly and conduct checks at designated points 3.2 Position and install hardware on joints to prototype specifications 3.3 Nail or staple temporary bracing to the product according to construction standards 3.4 Identify required modifications to designs and plans, and document and follow recommended changes 3.5 Correct construction faults according to recommendations 3.6 Review prototype or sample for the effectiveness of purpose and efficiency of timber construction methods 3.7 Record prototype or sample construction processes, problems and recommendations for change, and report to appropriate personnel

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	3.8 Store temporary bracing, prototypes and samples and dispose of when not required according to environmental protection practices

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description

Numeracy	• Interpret production data from construction plans to:
	  • count quantities of timber and hardware components and select appropriate sizes
	  • complete calculations from plans
	• accurately measure dimensions and angles

Navigate the world of work	• Understand main tasks, responsibilities and boundaries of own role
Interact with others	• Use modes of communication suitable for the purpose to confirm and clarify understanding • Work as part of a team to develop fit-for-purpose products and appropriate construction methods
Get the work done	• Recognise and respond to routine problems • Diagnose production problems involving design failures and construction difficulties, and resolve by modification and reporting

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FWPTMM4208 Construct prototypes and samples for timber structures	FWPTMM4201 Construct prototypes and samples	Updated workplace health and safety requirements and foundation skills; clarified intent of the	Equivalent unit

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		unit and assessment requirements; changed unit title and code for compliance and consistency with the updates.	

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPTMM4208 Construct prototypes and samples for timber structures

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 4.0.

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit. There must be evidence that, on at least one occasion, the individual has:

- constructed at least two prototypes or samples according to an individual work order and construction plan for two or more of the following types of timber structures:
  - roof, wall and floor frames/trusses
  - staircases
  - door and window frames
  - structural beams
  - specialised pallets or crates
- reviewed each prototype or sample for effectiveness of purpose and efficiency of construction methods
- completed a detailed and accurate report on construction processes, problems and recommended changes.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- health and safety hazards or risks related to constructing prototypes or sample for timber structures as identified through risk assessments, manufacturer technical information, regulations and industry health and safety guides
- workplace procedures specific to constructing prototypes and samples for timber structures:
  - health and safety, including the use of personal protective equipment (PPE)
  - use of equipment for prototype construction
  - communication reporting lines

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    - recording and reporting construction processes, problems and recommendations for change
- environmental protection practices for forest products factory settings:
    - reducing water and energy use
    - cleaning of plant, tools and equipment
    - disposing of, recycling and reusing timber and other waste
- timber species (native and imported), timber grades and treatments
- common timber characteristics, including defects, products and their uses
- construction sequences
- construction componentry and construction standards
- industry standard cross-sections and lengths
- tools, equipment and assembly hardware used to construct prototypes and samples of timber structures; their purpose, features and operation:
    - measuring equipment
    - assembly jigs
    - nail plate presses
    - nail and staple guns
    - compressor or compressed air supply
    - marking equipment
    - strapping equipment
    - nailing plates
    - gang nails
    - nail gun nails
    - staples.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
    - skills must be demonstrated in an environment that accurately represents workplace conditions
- resources, equipment and materials:
    - measuring equipment
    - assembly jigs
    - nail plate presses
    - staple guns
    - nail guns
    - compressor or compressed air supply
    - marking equipment
    - strapping equipment
    - assembly hardware

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  - temporary bracing
  - PPE suitable for constructing prototypes and samples
  - pre-cut sections of timber suitable for constructing prototypes and samples for timber structures
- specifications:
  - work order and construction plan with specifications for the assembly of prototypes and samples
  - template reports for recording construction processes, problems and recommendations for change
  - workplace procedures for constructing timber prototypes and samples, including health and safety and emergency procedures and environmental protection procedures.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPTMM5202 Develop, trial and evaluate prototypes

Modification History

Release	Comments
Release 2	This version released with FWP Forest and Wood Products Training Package Version 3.0.
Release 1	This version released with FWP Forest and Wood Products Training Package Version 2.0.

Application

This unit of competency describes the outcomes required to develop, from design concepts, detailed prototype construction plans, specifications and work orders for use during trial construction phase. It also covers the outcomes required to coordinate the construction of prototypes and to complete evaluation and reporting requirements. Work is completed in a forest products factory setting.

The unit applies to Designer (Manufacturing and Engineered Wood Products), Production Manager (Timber Truss & Frame), Designer (Timber Truss & Frame)

No licensing, legislative, regulatory, or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Timber Manufactured Products

Timber Merchandising

Elements and Performance Criteria

Element	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.*

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1. Develop prototype specifications	1.1 Access and interpret design concepts or specifications. 1.2 Prepare and document detailed prototype construction plans, specifications and work order for use during trial construction phase. 1.3 Specify prototype purpose and outline requirements from design concepts or customer requirements. 1.4 Complete a detailed analysis of options for materials and construction in line with organisational procedures and environmental protection practices. 1.5 Specify construction materials, requirements and methods based on option selected.
2. Plan and prepare prototype for construction	2.1 Source materials and hardware and other resources in line with site procedures and budgetary limits. 2.2 Assess and select suitable resources in line with options for materials detailed in prototype construction plan and specifications. 2.3 Source and select appropriate tools and equipment and check for operational effectiveness in line with manufacturer's recommendations. 2.4 Plan and document stages of the construction process. 2.5 Source, construct or prepare set-up jigs required for construction.
3. Produce the prototype	3.1 Monitor construction process to ensure construction plan is followed. 3.2 Ensure problems, issues, modifications and improvements are documented. 3.3 Analyse information in reports completed by construction personnel on prototype construction processes, problems, effectiveness of purpose and efficiency of construction methods. 3.4 Identify modifications or improvements to design and construction plan arising from construction of the prototype. 3.5 Evaluate results of construction process and make recommendations for future construction.
4. Trial and evaluate the prototype	4.1 Develop and document specific trial objectives and processes. 4.2 Inform personnel involved in the trial and evaluation of their responsibilities and functions. 4.3 Work with construction personnel to prepare and certify trial equipment, tools and materials prior to use. 4.4 Complete prototype trials in consultation with construction personnel. 4.5 Evaluate trial results, determine and document recommendations

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	for future production. 4.6 Maintain accurate records of trial and evaluation in line with organisational procedures.

Foundation Skills

This section describes those core and employment skills that are essential to performance and are not explicit in the performance criteria.	
Learning skills to:	• experiment with prototypes and evaluate trial outcomes to inform new production possibilities.
Numeracy skills to:	• calculate detailed dimension specifications for prototypes and clearly represent in construction plans.
Oral communication skills to:	• provide clear and unambiguous production instructions to others • consult with and seek feedback from other personnel involved in trials.
Reading skills to:	• interpret detailed and unfamiliar design concepts and reports on construction processes and problems.
Writing skills to:	• produce unambiguous construction plans, specifications and work orders in a style and format easily understood by construction team • clearly and accurately report on evaluations of trial results • clearly represent rationale for recommended changes to future production requirements.
Planning and organising skills to:	• efficiently and logically manage operational logistics for production trials.
Problem-solving skills to:	• analyse construction problems, consider various solutions and determine recommended changes.
Teamwork skills to:	• take a lead role in managing a team of construction personnel.
Technology skills to:	• use a computer, keyboard and software to prepare construction plans, specifications, work orders and trial reports.

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
FWPTMM5202	FWPTMM5202	Minor typographical errors	Equivalent

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Code and title current version	Code and title previous version	Comments	Equivalence status
Develop, trial and evaluate prototypes Release 2	Develop, trial and evaluate prototypes Release 1	corrected.	unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPTMM5202 Develop, trial and evaluate prototypes

Modification History

Release	Comments
Release 2	This version released with FWP Forest and Wood Products Training Package Version 3.0.
Release 1	This version released with FWP Forest and Wood Products Training Package Version 2.0.

Performance Evidence

A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit. If a specific volume or frequency is not stated below, then evidence must be provided that the following requirements have been performed on at least one occasion:

- coordinate the construction and trialling of at least two prototypes/samples from the following sample list:
  - roof, wall and floor frames/trusses
  - staircases
  - door and window frames
  - structural beams
  - specialised pallets or crates
- develop, for each, an individual construction plan and work order to include details of:
  - construction methods and sequence
  - materials to be used and quantities
  - tools and equipment to be used
  - labour requirements
- evaluate trial results, for each prototype, and complete a detailed and accurate report for each, covering:
  - strength
  - durability
  - operational effectiveness against purpose
  - efficiency of construction methods
  - impact of the production process on the environment
  - recommendations for future production processes.
  -

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Knowledge Evidence

A person competent in this unit must be able to demonstrate knowledge of:

- prototype trialling and evaluation processes
- features, at an in-depth level of understanding, of timber products subject to trial and evaluation:
  - product purpose
  - options for materials
  - construction componentry and standards
  - construction methods and sequence
  - types of tools and equipment used for construction
- impacts of production process on the environment and environmental protection practices for:
  - reducing water and energy use
  - cleaning of plant, tools and equipment
  - disposing of, recycling and reusing timber and other waste
- certification requirements for trial equipment, tools and materials used during construction phase
- format, content and use of:
  - construction plans and specifications
  - work orders
  - reports evaluating trial outcomes
- organisational standards, policies and procedures for trialing and evaluating prototypes:
  - communication reporting lines for team involved in trials
  - certifying trial equipment, tools and materials
  - documenting plans and reports.

Assessment Conditions

The following resources must be made available:

- computers, keyboards and industry current software programs used to produce construction plans, work orders and reports evaluating trial outcomes
- comprehensive information about the design concept
- templates for:
  - construction plans and specifications
  - work orders
  - reports evaluating trial outcomes
  - certification documents
- relevant personnel for the purposes of communicating information
- organisational standards, policies and procedures for trialing and evaluating prototypes.

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Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting.

Assessor requirements

Assessors must:

- hold the appropriate assessor competency standards as outlined in regulations; and
- be able to demonstrate vocational competencies at least to the level being assessed; and
- be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and assessor competence.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPTMM5203 Generate and transfer complex computer-aided drawings and specifications

Modification History

Release	Comments
Release 2	This version released with FWP Forest and Wood Products Training Package Version 4.0.
Release 1	This version replaces equivalent unit FPITMM5203B Generate and transfer complex computer-aided drawings and specifications, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2.

Application

This unit of competency describes the skills and knowledge required to prepare complex drawings using computer-aided techniques and capabilities including three-dimensional (3-D) modelling and exploded assembly drawings. Work involves the conversion of drawings for computer numerical control (CNC) applications in an engineered wood or timber product manufacturing facility.

The unit applies to individuals who work as timber product designers and production managers. They generally demonstrate autonomy, judgement and defined responsibility in known or changing contexts and within broad but established parameters.

No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Timber Manufactured Products

Timber Merchandising

Elements and Performance Criteria

Elements	Performance Criteria

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Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for drawing	1.1 Identify type of drawings to be created with computer-aided design (CAD) systems and clarify where required with appropriate personnel 1.2 Select appropriate equipment and check for operational effectiveness according to manufacturer recommendations 1.3 Plan CAD process according to workplace procedures
2. Create exploded assembly drawings	2.1 Obtain and complete drawing preparations 2.2 Prepare 3-D models for all components 2.3 Create a perspective view of the model according to drawing specifications 2.4 Explode model, so all components are visible 2.5 Label all individual components according to workplace format 2.6 Complete quality checks to ensure the accuracy of outcomes 2.7 Store drawings according to workplace procedures
3. Create job sheets	3.1 Select and complete job sheet preparations 3.2 Set up job sheet template according to workplace formats 3.3 Create orthographic views and incorporate dimensions 3.4 Specify sequencing of machine operations and operator requirements 3.5 Prepare, review and test draft job sheets and amend as required 3.6 Store job sheets according to workplace procedures
4. Convert drawings for CNC applications	4.1 Identify and check conversion requirements from CNC machine specifications 4.2 Create layers and obtain additional information required for final conversion 4.3 Assign drawing entities to relevant layers 4.4 Convert drawings to the required file type 4.5 Store converted file according to workplace procedures 4.6 Record generation process and any equipment faults and report to appropriate personnel

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Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description

Reading	• Interpret detailed familiar and unfamiliar:
	  • workplace procedures for computer drawing activities
	  • templates
	  • CNC machine specifications

Writing	• Incorporate unambiguous notes, labels and instructions within drawings
Numeracy	• Calculate dimensions for product components and represent these in drawings
Navigate the world of work	• Understand main tasks, responsibilities and boundaries of own role
Interact with others	• Use modes of communication suitable for the purpose to confirm and clarify understanding
Get the work done	• Use a computer, keyboard and the system capabilities of CAD system software to generate and transfer complex drawings • Recognise and respond to routine problems

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FWPTMM5203 Generate and transfer complex computer-aided drawings and specifications Release 2	FWPTMM5203 Generate and transfer complex computer-aided drawings and specifications Release 1	Clarified intent of unit in application; updated foundation skills.	Equivalent unit

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Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPTMM5203 Generate and transfer complex computer-aided drawings and specifications

Modification History

Release	Comments
Release 2	This version released with FWP Forest and Wood Products Training Package Version 4.0.
Release 1	This version replaces equivalent unit FPITMM5203B Generate and transfer complex computer-aided drawings and specifications, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2.

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit. There must be evidence that, on at least one occasion, the individual has:

- generated and transferred the following types of complex computer-aided design (CAD) drawings:
  - three-dimensional (3-D) models
  - one-, two- and three-point perspective drawings
  - orthographic and exploded views
  - plans
  - diagrams
  - charts
  - elevations
- incorporated the following drawing entities into four types of complex CAD drawings:
  - lines
  - arcs
  - circles
  - text
  - hatch
  - dimensions
  - labels
- converted each complex CAD drawing for use in computer numerical control (CNC) machining centres
- created a job sheet for each complex CAD drawing

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- completed a basic report on drawing processes and equipment faults for each complex CAD drawing.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- common products for which computer-aided drawings are produced, their features, use and standard material sizes
- ways in which computer-aided drawings are applied to CNC machines
- CNC specifications and sequencing of machine operations for the production of common products
- the drawing software:
  - available drawing types
  - system functions and capabilities
- methods to input and amend design factors and other data
- methods to:
  - prepare 3-D models
  - prepare perspective view
  - prepare orthographic view and incorporate dimensions
  - explode models
  - label components
  - convert drawings for CNC applications
  - store and retrieve drawings and job sheets
- formats for and inclusions of job sheets
- workplace procedures specific to producing drawings and documents using computers:
  - producing job sheets
  - filing computerised drawings and documentation.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - computers, keyboards and current software programs used to produce computer-aided drawings and job sheets
- specifications:
  - CNC machinery specifications
  - template job sheets
  - workplace procedures for producing drawings and documents using computers.

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Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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FWPTMM5205 Optimise CNC operations

Modification History

Release	Comments
Release 2	This version released with FWP Forest and Wood Products Training Package Version 4.0.
Release 1	This version replaces equivalent unit FPITMM5201B Assess product feasibility of designs, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format.

Application

This unit of competency describes the skills and knowledge required to optimise the overall performance of computer numerical control (CNC) sizing machines and CNC machining and processing centres, to maximise production output in a timber manufacturing facility.

The unit applies to individuals who work as managers or supervisors in timber manufacturing facilities. They generally demonstrate autonomy, judgement and limited responsibility in known or changing contexts and within established parameters.

No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Timber Manufactured Products

Timber Merchandising

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Establish optimal operating conditions	1.1 Review workplace health and safety requirements and emergency procedures, identify and report hazards and use personal protective equipment according to workplace requirements throughout the optimisation process 1.2 Assess production potential of system components 1.3 Analyse production orders and plans to identify sustained production requirements 1.4 Identify and analyse integration options to establish optimal integration model 1.5 Assess and record software and programming requirements to attain and maintain optimal integration
2. Prepare for software installation	2.1 Diagnose program format and operational purpose and identify specified applications 2.2 Check specifications for intended operating conditions 2.3 Check program instructions for compliance with specifications 2.4 Counter set software timers to specification
3. Install and integrate automatic process machine control programs	3.1 Select appropriate program loading technique 3.2 Connect external loading devices correctly to automatic process machine control system 3.3 Place machine control system in a correct operational mode to accept program loading 3.4 Download program according to manufacturer recommended procedure 3.5 Check during and after downloading to ensure accurate and complete data transfer 3.6 Disconnect external program loading devices and connections from process and machine control system 3.7 Complete integration protocols and actions
4. Commission automatic process and machine control program	4.1 Monitor operation of equipment using the program for accuracy and safe performance 4.2 Measure and check outputs for compliance with specifications and ensure maximum output 4.3 Check external inputs for compliance with specifications

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	4.4 Check total operation for compliance with specifications and resolve any issues 4.5 Identify location for storage of program master copy and store accordingly 4.6 Record installation and commissioning process and problems and report to appropriate personnel

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret detailed and sometimes unfamiliar instructions for installing CNC software and commissioning machinery
Numeracy	• Interpret sizing specifications for machines, and monitor the operation of commissioned machines to ensure accurate calibration
Navigate the world of work	• Understand main tasks, responsibilities and boundaries of own role
Interact with others	• Use modes of communication suitable for the purpose to confirm and clarify understanding
Get the work done	• Use computerised operating controls for CNC machines to monitor accurate and safe performance • Recognise and respond to routine problems

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FWPTMM5205 Optimise CNC operations	FWPTMM5205 Optimise CNC operations	Updated workplace health and safety requirements and	Equivalent unit

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Release 2	Release 1	foundation skills; clarified the intent of unit and assessment requirements.	

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPTMM5205 Optimise CNC operations

Modification History

Release	Comments
Release 2	This version released with FWP Forest and Wood Products Training Package Version 4.0.
Release 1	This version replaces equivalent unit FPITMM5201B Assess product feasibility of designs, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format.

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit. There must be evidence that, on at least one occasion, the individual has:

- installed and commissioned computer numerical control (CNC) integrated software to attain and sustain optimal integration in CNC sizing machines or CNC machining and processing centres to produce different outputs
- checked that machine is operating safely according to its intended purpose and program and to maximum output
- completed a detailed and accurate report, for each installation, on the installation and commissioning process and problems encountered.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- health and safety hazards or risks, including personal protective equipment (PPE), related to optimising CNC operations as identified through risk assessments, manufacturer technical information, regulations and industry health and safety guides
- workplace procedures for optimising CNC operations:
  - health and safety requirements
  - installing software and commissioning machinery
  - recording and reporting on installation and commissioning processes and problems
- the CNC software:
  - program format and operational purpose

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  - compatibility of two or more sets of software
  - system functions and capabilities
  - methods to install and collate two or more sets of software information established through a common identifier
  - methods to maximise the program to optimise machine output
  - methods to commission machinery to operational specification
  - requirements for safe storage of program master copy
- the machinery being commissioned:
  - operational purpose and sizing specifications
  - maximum production capacity
  - methods to monitor the operation of commissioned machines and check calibration.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - CNC sizing machines and CNC machining and processing centres
  - CNC software programs
  - PPE suitable for optimising CNC machines and operations
- specifications:
  - production plans and information on production orders
  - machine sizing specifications
  - instructions for installing CNC software and commissioning machinery
  - template reports for installation and commissioning processes and problems
  - workplace procedures for installing software and commissioning machinery, including health and safety and emergency procedures.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPTMM5206 Plan production

Modification History

Release	Comments
Release 2	This version released with FWP Forest and Wood Products Training Package Version 4.0.
Release 1	This version replaces equivalent unit FPITMM5206B Plan production, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2.

Application

This unit of competency describes the skills and knowledge required to plan and monitor production in a timber manufacturing facility.

The unit applies to individuals who manage or supervise production. They generally demonstrate autonomy, judgement and limited responsibility in known or changing contexts and within established parameters.

All work must be carried out to comply with workplace procedures, according to state/territory health and safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Timber Manufactured Products

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Establish production requirements	1.1 Analyse workplace health and safety requirements, environmental protection practices, emergency procedures and regulatory requirements for timber production 1.2 Interpret data from sales and market forecasts for inclusion in the production plan 1.3 Analyse specifications and supporting data 1.4 Project requirements for product quantity, raw materials, quality and performance characteristics 1.5 Analyse and check production capacity of machines and personnel 1.6 Assess resources, including raw material supply requirements for production line
2. Prepare production plan	2.1 Review production procedures for suitability to the planned schedule 2.2 Source and check information to include in the production plan 2.3 Prepare production plan according to workplace formats 2.4 Evaluate inefficiencies and constraints and amend the final plan to incorporate improvements
3. Monitor implementation and modify the plan	3.1 Obtain and record production output details according to workplace procedures 3.2 Monitor and evaluate production and output against the plan to ensure production performance is efficient and effective 3.3 Record and action process improvements based on construction plans, components and hardware utilised 3.4 Modify plans to reflect stock, machine and human resource requirements or variations 3.5 Coordinate implementation of plan variations to ensure changed instructions and specifications are followed 3.6 Maintain production planning records and complete reports according to workplace procedures

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Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description

Numeracy	• Interpret and calculate complex numerical data to establish and vary production plans:
	  • sales forecasts
	  • production capacity and output of personnel and machines

Navigate the world of work	• Understand main tasks, responsibilities and boundaries of own role
Interact with others	• Use modes of communication suitable for the purpose to confirm and clarify understanding
Get the work done	• Source, collect and organise data to inform production plans • Plan and manage own timing and productivity to complete initial and amended production plans • Use a computer, keyboard and software to prepare plans and reports

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FWPTMM5206 Plan production Release 2	FWPTMM5206 Plan production Release 1	Clarified intent of unit in application; updated foundation skills.	Equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPTMM5206 Plan production

Modification History

Release	Comments
Release 2	This version released with FWP Forest and Wood Products Training Package Version 4.0.
Release 1	This version replaces equivalent unit FPITMM5206B Plan production, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2.

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit. There must be evidence that, on at least one occasion, the individual has:

- developed and documented whole of organisation comprehensive written production plans for a timber manufacturing facility
- evaluated production and output against productions plans
- produced written records of issues, and developed modified plans where required.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- workplace health and safety and environmental protection obligations according to applicable Commonwealth, state, territory or local government regulations relevant to timber production
- production planning and evaluation processes
- features, at an in-depth level of understanding, of timber products subject to production planning:
  - product purpose
  - quantity and quality of materials
  - construction componentry and standards
  - construction methods and sequence
  - types of tools and equipment used for construction
  - labour requirements
- impacts of the production process on the environment and environmental protection practices for:

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    - reducing water and energy use
    - cleaning of plant, tools and equipment
    - disposing of, recycling and reusing timber and other waste
- workplace production capacity of machines and labour
- format, content and use of:
    - sales and market forecasts
    - production plans
- data required for the development of production plans:
    - reports and information on production times
    - output
    - employment costs, including overtime
    - business overheads
    - projected orders
    - material costs, supply, contractual arrangements and preferred supplier arrangements
    - distribution times and costs
- methods for evaluating production and output against plans, and issues to be considered:
    - speed of output (effective or slow)
    - quality of the completed product, finish and dimensional consistency
    - cost against budgets
    - labour and machine capacity
    - out-of-stock and overstock situations
    - management of suppliers to maintain an efficient supply
- workplace procedures for documenting plans and reports.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
    - skills must be demonstrated in an environment that accurately represents workplace conditions
- resources, equipment and materials:
    - computers, keyboards, printers and software used to document plans and reports
- specifications:
    - comprehensive information about the operation of real or simulated business to determine production plans
    - template production plans
    - workplace procedures for recording plans and reports.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

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Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPTMM5207 Assess timber product designs for feasibility

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 4.0.

Application

This unit of competency describes the skills and knowledge required to systematically analyse, assess and determine the feasibility of timber product designs for use into a commercially viable production.

The unit applies to individuals who work as timber designers and production managers in a timber manufacturing facility. They generally demonstrate autonomy, judgement and defined responsibility in known or changing contexts and within broad but established parameters.

No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Timber Manufactured Products

Timber Merchandising

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Analyse design objectives	1.1 Identify design purpose and investigate potential market for the product 1.2 Analyse intended production materials and processes

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
2. Determine design assessment criteria	2.1 Establish criteria for assessment of product material options 2.2 Establish criteria for assessment of product functionality 2.3 Establish criteria for assessment of production process options, considering the impact of these on production operations 2.4 Establish criteria for assessment of safety and potential liability issues 2.5 Establish criteria for assessment of costs and marketability 2.6 Determine weighting of scores for each criterion according to the importance of the issue
3. Apply the assessment criteria	3.1 Select potential and actual products competing in the marketplace for comparative purposes 3.2 Score and grade design against established criteria and record results 3.3 Score and grade competing products against the established criteria and record results 3.4 Record overall assessment results
4. Establish feasibility and options	4.1 Analyse assessment results for the design and competing products 4.2 Reject designs that show poor assessment results and provide no potential for variation 4.3 Identify designs that show poor assessment results but provide potential options for variation, and refer to appropriate personnel 4.4 Identify designs that satisfy criteria and indicate the potential for success 4.5 Conditionally endorse feasible designs, record conditions and refer to appropriate personnel 4.6 Record assessment outcomes and maintain and process reports according to workplace procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

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Skill	Description
Writing	• Document qualitative and quantitative assessment criteria
Numeracy	• Calculate the total score for the assessment through simple addition
Navigate the world of work	• Source, collect and organise data to inform design assessment • Efficiently and logically manage operational logistics for the assessment process
Interact with others	• Use modes of communication suitable for the purpose to confirm and clarify understanding
Get the work done	• Use a computer, keyboard and software to prepare assessment documents and reports

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FWPTMM5207 Assess timber product designs for feasibility	FWPTMM5201 Assess product feasibility of designs	Updated range of products in performance evidence and foundation skills; clarified the intent of unit; updated frequency and volume of the performance evidence; changed unit title and code for consistency with the updates and compliance.	Equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPTMM5207 Assess timber product designs for feasibility

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 4.0.

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit. There must be evidence that, on at least one occasion, the individual has:

- assessed and determined the feasibility of designs for three or more of the following product types:
  - pallets
  - crates
  - trellises
  - stairs
  - doors
  - windows
  - frames
  - beams
  - roof trusses
  - floor systems
  - wall frames
  - panelised and modular prefabricated timber building systems
- developed a set of assessment criteria and weighted scoring system to include details of:
  - functionality
  - safety
  - environmental impacts of product use
  - environmental impacts of product production
  - cost-effectiveness of production
  - marketability
  - competitiveness with similar products on the market
- completed a detailed and accurate report for each assessment providing the outcomes.

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Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- product feasibility issues, including:
  - environmental impacts of product use and potential to minimise those impacts
  - functionality (ease of use and application together with its relevance for the desired purpose)
  - safety (potential to cause danger to someone or something and possibility for litigation against the enterprise)
  - environmental impacts of product production and the associated cost to the business
  - cost-effectiveness of the production
  - marketability (the potential for sale of the product)
  - competitiveness with similar products on the market
- sources of information on competitors' current products and price structure
- features, at an in-depth level of understanding, of production processes:
  - options for materials
  - construction methods and sequence
  - types of tools and equipment used for construction
- format, content and use of criteria for assessing the feasibility of designs:
  - qualitative and quantitative assessment criteria
  - scoring systems
  - weighting of scores according to the importance of the issue
- workplace procedures for:
  - determining design assessment criteria and completing assessments
  - communication reporting lines
  - recording and reporting assessment outcomes.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - computers, keyboards and software programs used to produce assessment documents and reports on assessment outcomes
  - workplace procedures for design assessment activities
  - comprehensive information about the design concept
  - templates for assessment documents and reports on assessment outcomes.

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Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPTMM5208 Manage timber product design

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 4.0.

Application

This unit of competency describes the skills and knowledge required to manage timber product design processes and design outcomes for production acceptance in a timber manufacturing facility.

The unit applies to individuals who work as timber designers and production managers. They generally demonstrate autonomy, judgement and defined responsibility in known or changing contexts and within broad but established parameters.

No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Timber Manufactured Products

Timber Merchandising

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Establish design objectives and success factors	1.1 Collect and analyse information on design tasks 1.2 Establish and specify criteria and key success factors and indicators for design outcomes
2. Plan the design	2.1 Package design workload into discrete, manageable design work

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
activity	units 2.2 Evaluate scope of each design work unit and specify personnel and material resource requirements 2.3 Schedule work for design work units according to target achievement dates and resource constraints 2.4 Document design work plan, including key performance indicators, and gain approvals according to workplace procedures
3. Implement design work plan	3.1 Allocate human, material, equipment and system resources to particular design work units and tasks 3.2 Consult with designers to establish key performance indicators and direct to finalise work preparations and processes 3.3 Resolve coordination issues with supporting agencies and departments 3.4 Identify inhibitors to achieving appropriate designs, consider solutions and resolve 3.5 Complete progress reviews and provide support to designers to maintain technical design standards and achievement targets 3.6 Prepare and certify final designs as meeting the required specifications 3.7 Document and process final designs for client acceptance 3.8 Record design process and problems and report to appropriate personnel
4. Monitor and respond to design team performance	4.1 Monitor performance targets to assess progress, revise targets or provide assistance to achieve targets 4.2 Identify unsatisfactory performance and take prompt action to rectify 4.3 Provide mentoring and coaching to support individuals and teams through the design process 4.4 Negotiate and gain approval for recommended variations to plans 4.5 Manage systems, procedures and records for performance management according to workplace procedures

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Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Oral communication	• Develop rapport with and nurture ongoing positive relationships with design team members • Provide clear and unambiguous information to staff about roles, responsibilities, targets and performance expectations • Discuss unsatisfactory performance in a professional and constructive manner
Numeracy	• Determine the quantity of design work and deadlines, and divide work activities into manageable units • Calculate human, material, equipment and system resources required to achieve design outcomes
Navigate the world of work	• Source, collect and organise data to inform design work plans • Understand main tasks, responsibilities and boundaries of own role • Take responsibility for leading a design team and for team outcomes
Get the work done	• Use a computer, keyboard and software to prepare design work plans and performance management records

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FWPTMM5208 Manage timber product design	FWPTMM5204 Manage product design	Clarified intent of unit; updated foundation skills; changed unit title and code for consistency with the updates and compliance.	Equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPTMM5208 Manage timber product design

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 4.0.

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit. There must be evidence that, on at least one occasion, the individual has:

- managed timber product design according to design criteria and performance targets, including the establishment, planning, implementing and monitoring of the process
- determined, documented and communicated key performance indicators for the whole job and individual staff
- produced a written design work plan
- completed a basic report on the design process and problems encountered.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- content and application of applicable regulations for certifying final designs
- project management principles
- planning processes for a design job
- common products for which designs are produced, their features, use and individual design components
- design capacity of equipment and systems
- skill capabilities of design team members
- ways of breaking up design tasks into manageable parts for design team members, and methods to coordinate whole of job outcomes
- key performance indicators for design activities and methods of communicating these to team members:
  - producing designs in the time allocated
  - meeting specified design criteria
  - minimising the impact of production on the environment

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- format, content and use of:
  - design work plans
  - final designs
  - certification documents
  - records for performance management of team members
  - reports on design processes and problems
- methods to monitor and respond to team performance:
  - assessing skill capability and outputs
  - mentoring and coaching
  - conflict resolution and staff counselling
- workplace procedures for managing product designs:
  - communication reporting lines for design team
  - staff counselling
  - documenting design work plans and reports
  - certifying designs.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - computers, keyboards, printers and software used to document plans and reports
- specifications:
  - comprehensive information about the operation of a real or simulated design job to manage plans and outcomes
  - template design work plans, reports and certification documents
  - workplace procedures for managing product designs.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPTMM5209 Determine prefabricated timber building systems designs for compliance, manufacture and installation

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 4.0.

Application

This unit of competency describes the skills and knowledge required to determine design solutions for panelised and/or modular prefabricated timber building systems to meet structural and safety compliance, off-site manufacture and on-site installation. The main job functions are to facilitate collaborative design and achieve detailed and integrated design solutions for prefabricated timber building systems.

The unit applies to individuals who work as designers in a building design team. These include architects, design engineers, draftspersons, structural engineers, building services engineers, architectural technicians and timber systems designers from manufacturing plants. They demonstrate in-depth knowledge in a specific technical area and analyse, design and communicate solutions to sometimes complex problems.

In order to undertake this unit, individuals must have a relevant building design qualification or equivalent.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Timber Manufactured Products

Elements and Performance Criteria

Elements	Performance Criteria

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Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Interact with supply chain stakeholders to design prefabricated timber building systems	1.1 Communicate with the developer during the design process to ensure that prefabricated timber building system is fully fit for purpose and meets client functional requirements 1.2 Use Building Information Modelling (BIM) system or similar and conduct further collaborative analysis with the fabricator, builder, component suppliers and regulators to achieve a design configuration that allows for lean processes during all stages of **timber building system life cycle**, meets regulations and does not complicate other design considerations 1.3 Ensure that the design accounts for fabrication capabilities 1.4 Implement a continuous improvement process during the design life of prefabricated timber building system to report, record and resolve issues
2. Determine design solutions and specifications for structural compliance	2.1 Identify the National Construction Code (NCC) Performance Requirements for structural robustness, which the prefabricated timber building system and its components need to satisfy 2.2 Discuss structural design actions with appropriate stakeholders to ensure that the prefabricated timber building system meets the minimum NCC structural requirements and performs without risks when used as intended through its design life 2.3 Obtain experimental and observational data for the strength of materials, structural components, connections or assemblies to determine design values, and consult with appropriate engineers to indicate the actual robustness and reliability of the physical building system 2.4 Contribute to the design verification for structural compliance and process documentation according to the NCC, standards and codes to facilitate design certification and approvals 2.5 Determine durability requirements for the materials of prefabricated timber building system according to the nominated design life and planned maintenance, and ensure that they are specified in design documentation for prefabricators
3. Determine design solutions and specifications for safety compliance	3.1 Determine early in the design process hazards to health and safety during all stages of prefabricated timber building system life cycle according to the workplace health and safety laws, regulations and the NCC 3.2 Determine and apply health and safety design control measures according to standards, codes and technical guides to eliminate or minimise health and safety risks during all stages of prefabricated

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	timber building system life cycle 3.3 Verify design documentation and ensure that health and safety provisions are specified for all stages of prefabricated timber building system life cycle according to standards, codes and technical guides 3.4 Verify design documentation and ensure that detailed maintenance provisions are specified for all components of the prefabricated timber building system being designed according to its intended functions
4. Determine design solutions and specifications for services	4.1 Identify the NCC Performance Requirements for fire resistance and acoustic and thermal properties, which the prefabricated timber building system and its components need to satisfy 4.2 Verify design documentation and ensure that intended materials, separations, insulations, fire warnings and fire-fighting management systems are specified for the required fire, acoustic, thermal and waterproofing performance according to standards, codes and technical guides 4.3 Use design control actions to mitigate any possible effects of transportation, handling, on-site installation or maintenance on the integrity of intended connections, insulations or materials 4.4 Determine early in the design phase where points of entry are required in the prefabricated timber building system, components and materials for services installation 4.5 Verify design documentation and ensure that installation and connections provisions are specified for each service according to standards, codes and technical guides 4.6 Ensure that all tolerances for the prefabricated timber building system and its components are specified in the design specifications according to standards to facilitate off-site manufacture and on-site installation 4.7 Verify and ensure that approval and compliance certification for installation of services, partitions and floor elements are performed to the appropriate standards for thermal, acoustic and fire performance and according to local requirements before on-site installation
5. Determine design solutions and specifications for transportation and on-site installation	5.1 Determine maximum dimensions and weight for the building system being designed to meet restrictions provided by vehicles, lifting plants, road configuration around the construction site and local regulations 5.2 Ensure that lifting requirements are specified for all stages of the prefabricated timber building system life cycle in the design

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	documentation, and they are according to the NCC to facilitate and maintain prefabricated timber building system integrity and adequate performance 5.3 Determine the effects of cargo restraints and exposure to acceleration forces on the strength (structural attributes) of prefabricated timber building system during transportation, and use design control actions to allow for the forces applied 5.4 Verify the design and ensure that necessary restraint conditions during transport and residual risks to the prefabricated timber building systems resulting from transportation are specified 5.5 Ensure that the sequence for the installation of prefabricated timber building systems and components is specified in design documentation

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Oral communication	• Communicate information verbally about complex, detailed technical design information
Numeracy	• Conduct complex structural design calculations
Navigate the world of work	• Monitor adherence to legal and industry standards and responsibilities
Interact with others	• Identify the perspectives of others as part of work role • Seek specialist input into problem-solving and decision-making
Get the work done	• Use three-dimensional models, BIM or computer-aided design tools to design, monitor design processes and access and organise complex design data

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FWPTMM5209 Determine prefabricated timber building systems designs for compliance, manufacture and installation	Not applicable	New unit	No equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPTMM5209 Determine prefabricated timber building systems designs for compliance, manufacture and installation

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 4.0.

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit. There must be evidence that the individual has assessed complete sets of timber building design documentation for two construction projects relating to different classes of buildings that, as defined in the National Construction Code (NCC), allow the use of one or more panelised or modular prefabricated timber building system types, including:

- cross-laminated timber floor and wall systems
- post and beam systems (Glulam, laminated veneer lumber)
- panelised floor cassette systems
- panelised wall systems (including cladding, insulation, windows or doors)
- panelised and pre-finished wall systems (inclining above, electrical, mechanical, plumbing or lining)
- pre-finished and fully finished timber-based modules

In doing the above, the individual has:

- determined and confirmed with stakeholders whether the design is fit for purpose and meets capabilities within the supply chain regarding prefabrication, storage, transportation and on-site installation
- determined the compliance requirements of physical prefabricated timber building system for:
  - structural robustness
  - durability
  - fire resistance and acoustic and thermal properties
  - health and safety hazards during all stages of the life cycle
  - transportation
- assessed whether the design provides adequate solutions to meet all compliance requirements, determining design actions according to standards to fill the design gaps

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- verified design considerations regarding services installation and mitigation of possible effects during transportation, handling, on-site installation or maintenance
- verified the level of provisions in design documentation to demonstrate or specify:
  - structural compliance
  - health and safety information for each stage of prefabricated timber building system life cycle
  - prefabricated timber building system and components maintenance during prefabricated timber building system design life
  - materials, separations, insulations, fire warnings, a fire-fighting management system for required fire, acoustic, thermal and waterproofing performance
  - installation and connections requirements for each service
  - tolerances for prefabricated timber building system and its components
  - lifting requirements for each stage of prefabricated timber building system life cycle
  - restraint conditions during transportation
  - installation sequence for prefabricated timber building systems and components.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- basic uses of BIM (Building Information Modelling) software or similar for sharing and coordinating information among stakeholders during the prefabricated timber building system life cycle
- principles of collaborative design analysis:
  - Design for Manufacture and Assembly
  - lean processes (off-site manufacture, storage, transportation and on-site installation)
  - Failure Mode and Effects Analysis
- readily available prefabrication technologies for different types of prefabricated timber building systems (two- and three-dimensional) and components including:
  - structural timber
  - cross-laminated timber
  - laminated veneer lumber
  - Glulam
  - I-Joists
  - floor trusses
  - services
  - windows, glazing and plasterboard
- relevant legislation, standards and technical design guides or codes for:
  - structural design of prefabricated timber buildings and systems
  - implementation of safe design principles
  - installation of hydraulic, electrical, mechanical, fire protection and acoustic systems

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    - transportation restrictions and load restraint requirements
- NCC Performance Requirements for prefabricated timber building systems as classified via their function:
    - structural robustness
    - structural safety
    - fire resistance, thermal performance and acoustic performance
- elements of valid approval and compliance processes with reference to:
    - NCC assessments, calculations and evidence requirements for controlling the risk of structural failure and safety
    - fire, acoustic, thermal resistance and waterproofing of prefabricated timber building systems for complying with standards
- considerations and industry-accepted design solutions for prefabricated timber building systems (including structural and non-structural timber components and connections) as required by NCC, standards and technical design guides for:
    - structural robustness, verification methods and traceability of risks
    - structural durability with reference to environmental and specific conditions affecting durability of timber components and connections, high-risk areas within the building structure (including bathroom and external walls), specific hazards (particularly insect and fungal attack, weathering, moisture exposure and fire) and solutions considering preservative treatments, moisture contents, weatherproofing insulations and cladding
    - fire engineering measures, sound propagation and thermal resistance with reference to structural deflection of fire-rated elements and use of fire, vibrational/acoustical and thermal insulations; relevant design procedure for joint/connections involving timber structures to retain the integrity of insulation, material and system while considering effects of transport, handling and installation processes on connections
    - acceptable tolerances for material quality, off-site manufacture and on-site installation
    - services installation including hydraulic, electrical, mechanical, fire protection and acoustic systems
    - health and safety risks about the off-site manufacture, storage, transportation, on-site installation, use and maintenance of prefabricated timber building system
    - transportation and lifting requirements with reference to different load characteristics and appropriate road trucks and cranes or lifting plants, factors influencing lifting stability, behaviour/fatigue of timber and connections to temporary lifting loads, load restraint methods and friction factors affecting strength resistance and structural response of prefabricated timber building system
- design provisions and technical specifications as required by the Safe Design of Structures Code of Practice, NCC and other standards and technical guides for any person who carries out work activities in relation to a prefabricated timber building system:
    - health and safety provisions
    - connections specifications
    - design tolerances and specifications
    - thermal, acoustic and fire compliance provisions
    - transport and handling modes including lifting and stacking specifications

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- installation sequencing provision
- maintenance provision.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- resources, equipment and materials:
  - timber building design documentation for two construction projects relating to different classes of buildings that allow the use of panelised or modular prefabricated timber building systems
  - computer with internet access and BIM software that is currently used in building design practices to view and print three-dimensional models, finite element models, two-dimensional computer-aided design drawings and design documentation
  - access to current legislation, standards, codes and technical design guides relevant to prefabricated timber building systems
- specifications:
  - access to relevant codes, standards and government regulations.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPTMM5210 Verify compliance and conformance of prefabricated timber building systems during manufacture

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 4.0.

Application

This unit of competency describes the skills and knowledge required to verify physical performance and compliance liability of panelised or modular prefabricated timber building systems and components during off-site manufacturing to ensure that delivered product matches the design specifications and regulatory obligations.

The unit applies to individuals who work as compliance officers, supervisors or managers in a prefabricated timber building systems manufacturing plant. Such individuals demonstrate deep knowledge in a specific technical area and analyse, design and communicate solutions to sometimes complex problems.

All work must be carried out to comply with workplace procedures, according to state/territory health and safety regulations, legislation and standards that apply to the workplace.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Timber Manufactured Products

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare to verify prefabricated timber building systems and components	1.1 Obtain and confirm production schedule, design documentation, plans, requirements, workplace health and safety requirements and established procedures relevant to the off-site manufacturing order 1.2 Identify certification and compliance requirements for prefabricated timber building system, components, materials and in-built services from design specifications or appropriate codes and standards 1.3 Identify tolerances for material quality, physical dimensions and service connections from design specifications 1.4 Prioritise and sequence verification work according to production schedules for completion within established timeframes 1.5 Consult appropriate personnel, testers and certifiers to coordinate verification work efficiently
2. Conduct verification for compliance and conformance	2.1 Verify that connections, structural components and physical dimensions of timber framing structure are appropriate for grade, thickness, tolerances and choice of materials according to minimum specified design requirements before installation services 2.2 Verify that provisions have been made for components including hydraulics, electrical and heating, ventilation, air conditioning mechanical services and plumbing 2.3 Ensure that partition/walls or floor elements are assembled according to design specifications, local codes and standards for minimising or eliminating continuity issues in the final, installed prefabricated timber building system 2.4 Verify regulated components including fire-rated walls or fire protection systems for conformance with performance requirements of relevant codes, standards and design specifications, and ensure that damage is minimised within the manufacturing environment 2.5 Ensure that any variations of material properties or system component decided during the off-site manufacture meet performance, design specification, relevant codes and standards 2.6 Ensure that off-site installation of services conform to the appropriate local standards and are approved before delivery to the construction site 2.7 Verify completed prefabricated timber building system to ensure that delivered product is safe for manual handling and meets design specifications and regulatory requirements

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
3. Report verification findings	3.1 Identify and report non-compliance and non-conformance issues according to established procedures 3.2 Make recommendations for rectifying compliance and conformance issues according to established procedures 3.3 Document completion of verification work according to established procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Read workplace documents that range in complexity
Navigate the world of work	• Apply knowledge of regulations, codes and standards relevant to compliance of prefabricated timber building systems • Monitor adherence to legal and industry standards and responsibilities
Interact with others	• Understand what to communicate, with whom and how in routine work situations • Provide relevant information to others as required
Get the work done	• Take responsibility for planning and organising own workload • Consider how to link own work with the work of others

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FWPTMM5210 Verify compliance and conformance of prefabricated	Not applicable	New unit	No equivalent unit

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timber building systems during manufacture			

Links

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Assessment Requirements for FWPTMM5210 Verify compliance and conformance of prefabricated timber building systems during manufacture

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 4.0.

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit. There must be evidence that, on at least three occasions, the individual has verified compliance and conformance of prefabricated timber building systems during manufacture for one or more of the following panelised or modular prefabricated timber building system types:

- cross-laminated timber floor and wall systems
- post and beam systems (Glulam, laminated veneer lumber)
- panelised floor cassette systems
- panelised wall systems (including cladding, insulation, windows or doors)
- panelised and pre-finished wall systems (inclining above, electrical, plumbing, mechanical or lining)
- pre-finished and fully finished timber-based modules

In doing the above, the individual has:

- implemented workplace health and safety procedures and practices during the compliance and conformance verification operation
- prioritised verification work according to production schedules
- verified relevant documentation and conducted audits correctly and efficiently against design specifications, local codes and standards for any of the following:
  - connections, structural components and physical dimensions of timber framing structure regarding grade, thickness, tolerances and choice of materials
  - services equipment including hydraulic, electrical and heating, ventilation, and air conditioning (HVAC) mechanical
  - partition/walls or floor elements of the structure
  - fire-rated walls or fire protection systems
  - variations of material properties or system component from design specifications
  - off-site installation of services
  - completed timber building system

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- identified non-conformant or non-compliant components of timber building systems
- recommended appropriate corrective actions
- reported legibly and accurately.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- workplace health and safety procedures and practices related to the work activity
- provisions for components including hydraulics, electrical and HVAC mechanical services and plumbing
- verification procedures for product compliance and conformance in the manufacture of prefabricated timber building systems
- elements of valid and efficient manufacturing inspections, verifications and certification processes as outlined in national and international standards
- methods of verifying product quality (actual versus claimed quality) and compliance with the National Construction Code in regards to Performance Requirements
- certification requirements for thermal, acoustic and fire performance of partition and floor elements
- fire rating testing techniques
- certification requirements for hydraulics, electrical and HVAC mechanical services according to standards and manufacturer requirements
- hazards and risks associated with manual handling of prefabricated timber building systems that generally arise from off-site manufacture, including:
  - cut metal edges
  - exposed screw tips and nails
  - abrasion of insulation materials resting on metal edges
  - pinch points in connections
  - surfaces that can retain rainwater
- inspection reports and sign-off procedures as accepted by the industry or established within the workplace.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - computers, keyboards, printers and software used to produce and maintain compliance system records and reports
- specifications:
  - access to industry-specific compliance standards and design documentation

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- access to production schedules
- access to comprehensive real or simulated certificates, test documentation and product/manufacturer specifications
- access to template inspection reports
- access to workplace policies and procedures for documenting and signing off inspections of product compliance and conformance.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPWPP2202 Surface treat raw board

Modification History

Release	Comment
1	Replaces equivalent unit FPIWPP2202B Surface treat raw board, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format.

Application

This unit of competency describes the outcomes required to surface treat raw boards with chemical systems using spray boom equipment to temper wood panel products.

The unit applies to production workers who surface treat raw board in a forest and wood products factory setting.

No licensing, legislative, regulatory, or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Wood Panel Products

Elements and Performance Criteria

Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.*
1. Prepare for treating	1.1 Review work order and where required check with appropriate personnel. 1.2 Select appropriate personal protective equipment and check for operational effectiveness. 1.3 Obtain type and quantity of raw boards for surface treatment from storage. 1.4 Select suitable feed rates and chemical products for material being

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	surface treated and plan process in line with work order.
2. Use equipment to surface treat raw boards	2.1 Use equipment in line with organisational safety procedures, manufacturer's instructions and environmental protection practices. 2.2 Apply surface treatment, monitor and adjust additive flow rates continually. 2.3 Check spray operations continually; clear blockages and filters while maintaining spray coverage. 2.4 Check boards regularly for surface quality and contamination; take corrective action where required. 2.5 Remove defective boards from treatment process and review for disposal or re-treatment. 2.6 Dry material and stack safely in designated location.
3. Shut down and clean equipment	3.1 Coordinate shutdown procedures with other line operators in line with organisational safety procedures. 3.2 Turn off pumps and flush equipment in line with manufacturer's instructions. 3.3 Dispose of excess chemicals and flushing liquid in line with environmental protection practices. 3.4 Store equipment and chemicals in line with organisational procedures. 3.5 Record and report production outcomes and equipment faults to appropriate personnel.

Foundation Skills

This section describes those core and employment skills that are essential to performance and are not explicit in the performance criteria.	
Numeracy skills to:	• identify quantities of required material within work orders and count numbers of raw boards •
Oral communication skills to:	• ask questions and actively listen to clarify contents of work orders.
Reading skills to:	• interpret: • workplace health and safety and other organisational procedures • work orders

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	• safety data sheets for surface treatment chemicals • manufacturers' instructions.
Writing skills to:	• complete accurate basic records for production outcomes and equipment faults.
Planning and organising skills to:	• efficiently and logically sequence the stages of preparation and production using work order to guide activities.
Problem-solving skills to:	• identify and dispose of defective boards or rectify • identify processing problems and faulty equipment and resolve by reporting or rectifying.
Technology skills to:	• select and use appropriate personal protective equipment for treating boards with chemicals • efficiently and safely operate spray boom equipment.

Range of Conditions

Not Applicable

Unit Mapping Information

FPIWPP2202B Surface treat raw board

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPWPP2202 Surface treat raw board

Modification History

Release	Comment
1	Replaces equivalent unit FPIWPP2202B Surface treat raw board, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format. Assessment requirements now specify the performance and knowledge evidence, as well as assessment conditions for this unit of competency. These sections simplify and replace components used in the previous unit format, including Required Skills and Knowledge, Evidence Guide and Range Statement

Performance Evidence

A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit. If a specific volume or frequency is not stated below, then evidence must be provided that the following requirements have been performed on at least one occasion:

- surface treat raw boards in line with individual work orders for each job; types of board to treat includes:
  - medium density fibreboard
  - core for laminated veneer
  - chipboard
  - fibreboard
  - plywood
- at the completion of each of the above jobs:
  - shut-down and clean equipment in line with organisational safety procedures
  - dispose of excess chemicals in line with environmental protection practices
  - safely store unused chemicals
  - stack finished boards in storage location according to common size, thickness, length and surface treatment.

Knowledge Evidence

A person competent in this unit must be able to demonstrate knowledge of:

- environmental protection practices for surface treating raw boards:
  - reducing water and energy use

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    - cleaning plant, tools and equipment
    - disposing of, recycling and reusing timber
    - disposing of hazardous substances
- storage layout and categories for:
    - raw materials
    - stacking finished boards
- characteristics of timber panels and the effects of chemical treatment including:
    - medium density fibreboard
    - core for laminated veneer
    - chipboard
    - fibreboard
    - plywood
- properties, at a basic level of understanding, of chemicals used for surface treating raw boards and their purpose
- methods used to safely store chemicals
- typical work flow processes for surface treating raw boards
- purpose, features, operation, shut down and cleaning of compressor driven spray boom equipment
- range of appropriate chemical flow rates to avoid equipment blockages and optimise quality and quantity of production output
- organisational procedures specific to surface treating raw boards:
    - workplace health and safety with particular emphasis on equipment lock out, use of personal protective equipment and handling hazardous substances
    - communication reporting lines
    - recording and reporting production outcomes and equipment faults.

Assessment Conditions

The following resources must be made available:

- compressor driven spray boom equipment
- personal protective equipment suitable for surface treating raw boards
- raw boards which includes one or more of the following:
    - medium density fibreboard
    - core for laminated veneer
    - chipboard
    - fibreboard
    - plywood
- surface treatment chemicals
- manufacturers':
    - safety data sheets for surface treatment chemicals
    - instructions for equipment use

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  - recommendations for cleaning equipment
- work order with specific instructions for chemical treatment of timber panel products
- template documents for recording production outcomes and equipment faults
- relevant personnel for the purposes of communicating information
- organisational procedures for surface treating raw boards.

Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting.

Assessor requirements

Assessors must:

- hold the appropriate assessor competency standards as outlined in regulations; and
- be able to demonstrate vocational competencies at least to the level being assessed; and
- be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and assessor competence.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPWPP2203 Repair veneer and ply

Modification History

Release	Comment
1	Replaces equivalent unit FPIWPP2203B Repair veneer and ply, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format.

Application

This unit of competency describes the outcomes required to assess and fill single thickness veneer, panel products and manufactured plywood to an acceptable level for continued use.

The unit applies to production operators and technicians who repair veneer and ply in a forest and wood products factory setting.

No licensing, legislative, regulatory, or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Wood Panel Products

Elements and Performance Criteria

Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.*
1. Prepare for repair	1.1 Review work order and where required check with appropriate personnel. 1.2 Select appropriate repair and personal protective equipment and check for operational effectiveness. 1.3 Obtain type and quantity of material to be repaired from veneer or plywood production process.

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	1.4 Select filler appropriate to work order.
2. Fill material	2.1 Follow organisational safety procedures throughout all repair processes. 2.2 Mix filler in line with manufacturer's instructions or obtain required quantity of pre-mixed filler. 2.3 Inspect veneer, panel or plywood for splits, voids and splintered or missing edges and mark for filling. 2.4 Apply filler to voids and allow to dry for sanding. 2.5 Apply mending tape to splits to retain veneer integrity.
3. Redistribute material	3.1 Regrade repaired veneer, panel and plywood in line with organisational procedures and industry standards. 3.2 Direct material to storage or processing operations in line with organisational procedures. 3.3 Dispose of irreparable material and excess filler in line with environmental protection practices. 3.4 Clean work area and store unused filler in line with organisational safety procedures. 3.5 Record and report production outcomes to appropriate personnel.

Foundation Skills

This section describes those core and employment skills that are essential to performance and are not explicit in the performance criteria.	
Numeracy skills to:	• identify quantities of required material for repair within work orders and count amounts • complete basic calculations for quantity of filler and mending tape to meet production requirements • calculate routine mixing ratios for fillers.
Oral communication skills to:	• ask questions and actively listen to clarify contents of work orders.

Reading skills to:	• interpret:
	  • workplace health and safety and other organisational procedures
	  • work orders
	  • safety data sheets for fillers
	  • manufacturers’ instructions.

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Writing skills to:	• complete accurate basic records for production outcomes.
Planning and organising skills to:	• efficiently and logically sequence the stages of preparation and repair work using work order to guide activities.

Range of Conditions

Not Applicable

Unit Mapping Information

FPIWPP2203B Repair veneer and ply

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPWPP2203 Repair veneer and ply

Modification History

Release	Comment
1	Replaces equivalent unit FPIWPP2203B Repair veneer and ply, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format. Assessment requirements now specify the performance and knowledge evidence, as well as assessment conditions for this unit of competency. These sections simplify and replace components used in the previous unit format, including Required Skills and Knowledge, Evidence Guide and Range Statement

Performance Evidence

A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit. If a specific volume or frequency is not stated below, then evidence must be provided that the following requirements have been performed on at least one occasion:

- complete repairs in line with individual work orders for the following types of material:
  - single thickness veneer
  - panel products
  - manufactured plywood
  - select and use the appropriate filler to complete repairs
- complete repairs for the following types of defects:
  - splits
  - voids
  - splintered and missing edges
- for each of the above jobs, visually inspect materials and re-classify their quality and use after repair.

Knowledge Evidence

A person competent in this unit must be able to demonstrate knowledge of:

- environmental protection practices for repairing veneer and ply:
  - cleaning plant, tools and equipment
  - disposing of, recycling and reusing timber

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    - disposing of hazardous substances
- typical flow of material supply in and out of the repair area
- features of typical defects in single thickness veneer, panel products and manufactured plywood:
    - splits
    - voids
    - splintered and missing edges
- typical work flow processes and repair techniques used to fill veneer, panel and plywood to an acceptable level for continued use
- properties, at a basic level of understanding, of fillers and their uses for repairing veneer, panel and plywood:
    - ready to use pre-mix fillers
    - two part fillers
    - waxes
- methods used to:
    - mix fillers
    - safely store fillers
- key features of and applicable terminology for industry standard grades for re-classifying quality of repaired veneer, panel and plywood
- organisational procedures specific to repairing veneer and ply:
    - workplace health and safety with particular emphasis on use of personal protective equipment and handling hazardous substances
    - communication reporting lines
    - recording and reporting production outcomes.

Assessment Conditions

The following resources must be made available:

- tools and equipment for repairing veneer and ply
- personal protective equipment suitable for repairing veneer and ply
- single thickness veneer, manufactured plywood and panel products; panels must include one or more of the following:
    - medium density
    - fibreboard
    - chipboard
    - fibreboard
- fillers which must include one or more of the following:
    - ready to use pre-mix fillers
    - two part fillers
    - waxes
- mending tape

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- manufacturers':
  - instructions for use equipment
  - safety data sheets for fillers
- work order with specific instructions for repairing veneer and ply
- template documents for recording production outcomes
- relevant personnel for the purposes of communicating information
- organisational procedures for repairing veneer and ply.

Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting.

Assessor requirements

Assessors must:

- hold the appropriate assessor competency standards as outlined in regulations; and
- be able to demonstrate vocational competencies at least to the level being assessed; and
- be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and assessor competence.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPWPP2204 Repair veneer mechanically

Modification History

Release	Comment
1	Replaces equivalent unit FPIWPP2204B Repair veneer mechanically, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format.

Application

This unit of competency describes the outcomes required to assess and patch single thickness veneer mechanically to an acceptable level for continued use.

The unit applies to production workers who repair veneer mechanically in a forest and wood products factory setting.

No licensing, legislative, regulatory, or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Wood Panel Products

Elements and Performance Criteria

Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.*
1. Prepare for repair	1.1 Review work order and where required check with appropriate personnel. 1.2 Select appropriate personal protective equipment and check for operational effectiveness. 1.3 Obtain type and quantity of material to be repaired from the veneer production process.

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	1.4 Select patch strips in line with work order.
2. Patch veneer	2.1 Use equipment in line with organisational safety procedures, manufacturer's instructions and environmental protection practices. 2.2 Complete pre start-up equipment checks to ensure operational effectiveness. 2.3 Set equipment controls and coordinate veneer flow with other operators to ensure minimal downtime. 2.4 Inspect veneer defects, cut patch strips minimising wastage and feed into machine. 2.5 Position veneer sheets to accept patch, and process. 2.6 Position out-feed bins or trays to collect repaired veneer and clear regularly. 2.7 Patch manually where mechanical process is not possible.
3. Redistribute material	3.1 Grade patched veneer in line with organisational procedures and industry standards. 3.2 Direct material to storage or processing operations in line with organisational procedures. 3.3 Dispose of irreparable material and excess patch strips in line with environmental protection practices. 3.4 Clean work area and store unused patch strips in line with organisational safety procedures. 3.5 Record and report production outcomes and equipment faults to appropriate personnel.

Foundation Skills

This section describes those core and employment skills that are essential to performance and are not explicit in the performance criteria.	
Numeracy skills to:	• identify quantities of required material for repair within work orders and count amounts • complete basic calculations for quantity of patch strip to meet production requirements • measure and cut patch strips to appropriate length for areas to be repaired.
Oral communication skills to:	• ask questions and actively listen to clarify contents of work orders.

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Reading skills to:	• interpret:
	  • workplace health and safety and other organisational procedures
	  • work orders
	  • manufacturers' instructions.

Writing skills to:	• complete accurate basic records for production outcomes and equipment faults.
Planning and organising skills to:	• efficiently and logically sequence the stages of preparation and repair work using work order to guide activities.

Range of Conditions

Not Applicable

Unit Mapping Information

FPIWPP2204B Repair veneer mechanically

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPWPP2204 Repair veneer mechanically

Modification History

Release	Comment
1	Replaces equivalent unit FPIWPP2204B Repair veneer mechanically, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format. Assessment requirements now specify the performance and knowledge evidence, as well as assessment conditions for this unit of competency. These sections simplify and replace components used in the previous unit format, including Required Skills and Knowledge, Evidence Guide and Range Statement

Performance Evidence

A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit. If a specific volume or frequency is not stated below, then evidence must be provided that the following requirements have been performed on at least one occasion:

- repair veneer mechanically in line with an individual work orders that prescribe repair requirements and quantities for each job
- complete repairs for the following types of defects:
  - splits
  - splintered and missing edges
- for each of the above jobs, visually inspect veneer and re-classify its quality and use after repair.

Knowledge Evidence

A person competent in this unit must be able to demonstrate knowledge of:

- environmental protection practices for repairing veneer mechanically:
  - reducing water and energy use
  - cleaning plant, tools and equipment
  - disposing of, recycling and reusing timber and excess patch strips
- typical flow of material supply in and out of the repair area
- features of typical defects in single thickness veneer:
  - splits
  - splintered and missing edges

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- typical work flow processes and repair techniques used to patch veneer to an acceptable level for continued use
- purpose, features and operation of veneer patching machinery
- key features of and applicable terminology for industry standard grades for re-classifying quality of repaired veneer
- organisational procedures specific to repairing veneer mechanically:
  - workplace health and safety with particular emphasis on equipment lock out and use of personal protective equipment
  - communication reporting lines
  - recording and reporting production outcomes and equipment faults.

Assessment Conditions

The following resources must be made available:

- veneer patching machinery with out-feed bins or trays
- personal protective equipment suitable for repairing veneer mechanically
- commercial single thickness veneer
- consumable veneer patch strips lined with an adhesive heat reactive backing
- manufacturers' instructions for use of equipment
- work order with specific instructions repairing veneer mechanically
- template documents for recording production outcomes and equipment faults
- relevant personnel for the purposes of communicating information
- organisational procedures for repairing veneer mechanically.

Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting.

Assessor requirements

Assessors must:

- hold the appropriate assessor competency standards as outlined in regulations; and
- be able to demonstrate vocational competencies at least to the level being assessed; and
- be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and assessor competence.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPWPP2205 Prepare chip or fibre blends

Modification History

Release	Comment
1	Replaces equivalent unit FPIWPP2205B Prepare chip or fibre blends, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format.

Application

This unit of competency describes the outcomes required produce chip and fibre blends in readiness for the production of panel products. It includes operating a mixing system, monitoring production flow and completing operator maintenance.

The unit applies to production workers who prepare chip or fibre blends in a forest and wood products factory setting. It includes operating a mixing system, monitoring production flow and completing operator maintenance.

No licensing, legislative, regulatory, or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Wood Panel Products

Elements and Performance Criteria

Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.*
1. Prepare for mixing	1.1 Review work order and where required check with appropriate personnel. 1.2 Select appropriate personal protective equipment and check for operational effectiveness. 1.3 Select type and quantity of glue and other ingredients in line with

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	work order. 1.4 Plan mixing process in line with work order.
2. Mix ingredients	2.1 Use equipment in line with organisational safety procedures, manufacturer's instructions and environmental protection practices. 2.2 Start and adjust ingredient mixing and feed systems to produce chip or fibre blend; check blend production regularly. 2.3 Monitor additive levels and replenish in line with mixing process requirements. 2.4 Take test samples of mix regularly in line with organisational procedures. 2.5 Keep material chutes free of blockages and where required correct system leakages.
3. Complete operator maintenance	3.1 Follow organisational safety procedures to lock out equipment. 3.2 Flush clean mixing systems and components in line with manufacturer's recommendations. 3.3 Isolate blender system and clean in line with and environmental protection practices. 3.4 Dispose of excess glue in line with environmental protection practices and store unused glue. 3.5 Keep machine clear of dust and debris in line with organisational safety procedures. 3.6 Record and report production outcomes and equipment faults to appropriate personnel.

Foundation Skills

This section describes those core and employment skills that are essential to performance and are not explicit in the performance criteria.	
Numeracy skills to:	• identify quantities of glue and other ingredients within work orders and count amounts • calculate routine mixing ratios for glue and other ingredients.
Oral communication skills to:	• ask questions and actively listen to clarify contents of work orders.
Reading skills to:	• interpret: • workplace health and safety and other organisational procedures

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	• work orders • safety data sheets for glue • manufacturers' instructions and maintenance recommendations.
Writing skills to:	• complete accurate basic records for production outcomes and equipment faults.
Planning and organising skills to:	• efficiently and logically sequence the stages of preparation and production using work order to guide activities.
Problem-solving skills to:	• identify processing problems and faulty equipment and resolve by reporting or rectifying.
Technology skills to:	• select and use relevant personal protective equipment for preparing chip or fibre blends • efficiently and safely operate mixing systems.

Range of Conditions

Not Applicable

Unit Mapping Information

FPIWPP2205B Prepare chip or fibre blends

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPWPP2205 Prepare chip or fibre blends

Modification History

Release	Comment
1	Replaces equivalent unit FPIWPP2205B Prepare chip or fibre blends, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format. Assessment requirements now specify the performance and knowledge evidence, as well as assessment conditions for this unit of competency. These sections simplify and replace components used in the previous unit format, including Required Skills and Knowledge, Evidence Guide and Range Statement

Performance Evidence

A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit. If a specific volume or frequency is not stated below, then evidence must be provided that the following requirements have been performed on at least one occasion:

- prepare blends in line with individual work orders that prescribe different quantities for each job; types of blend include:
  - chip blend
  - fibre blend
- use water based and resin glues:
- across the above jobs, monitor and adjust the feed system with consideration given to:
  - white water
  - stock level
  - fibre consistency
  - feed level
  - steam flow
  - raw water
  - noise
  - power consumption.

Knowledge Evidence

A person competent in this unit must be able to demonstrate knowledge of:

- environmental protection practices for preparing chip and fibre blends:

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    - reducing water and energy use
    - cleaning plant, tools and equipment
    - disposing of hazardous substances
- storage layout and categories for:
    - raw materials
    - finished blends
- typical flow of material supply in and out of the blending area
- typical work flow processes for preparing chip and fibre blends
- methods used to:
    - mix glues
    - blend wood chips and glue
    - test samples of mix for consistency
    - safely store glue
- purpose, features, operation and basic non-specialist maintenance of equipment used to prepare chip and fibre blends:
    - mixer with pre-programmed mix quantities and cycles with manually controlled feed, blender and transfer systems
- organisational procedures specific to preparing chip and fibre blends:
    - workplace health and safety with particular emphasis on equipment lock out, use of personal protective equipment and handling hazardous substances
    - communication reporting lines
    - recording and reporting production outcomes and equipment faults.

Assessment Conditions

The following resources must be made available:

- mixer with pre-programmed mix quantities
- personal protective equipment suitable for preparing chip and fibre blends
- wood chips
- glue which must include one or more of the following:
    - water based
    - resin based
    - synthetic
- recipes for blending chips and fibre using glue
- manufacturers':
    - safety data sheets
    - instructions for equipment use
    - recommendations for maintaining equipment
- work order with specific instructions for the preparation of chip or fibre blends
- template documents for recording production outcomes and equipment faults
- relevant personnel for the purposes of communicating information

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- organisational procedures for preparing chip and fibre blends.

Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting.

Assessor requirements

Assessors must:

- hold the appropriate assessor competency standards as outlined in regulations; and
- be able to demonstrate vocational competencies at least to the level being assessed; and
- be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and assessor competence.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPWPP2206 Prepare veneer for ply

Modification History

Release	Comment
1	Replaces equivalent FPIWPP2206B Prepare veneer for ply, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format.

Application

This unit of competency describes the outcomes required to assemble multiple layers of veneer to form plywood panel.

The unit applies to production workers who prepare veneer for ply in a forest and wood products factory setting.

No licensing, legislative, regulatory, or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Wood Panel Products

Elements and Performance Criteria

Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.*
1. Prepare for assembly	1.1 Review work order and where required check with appropriate personnel. 1.2 Select appropriate personal protective equipment and check for operational effectiveness. 1.3 Obtain type and quantity of material to be assembled from veneer production process.

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	1.4 Select production process in line with work order.
2. Bond veneers	2.1 Use equipment in line with organisational safety procedures, manufacturer's instructions and environmental protection practices. 2.2 Complete pre start-up equipment checks to ensure operational effectiveness. 2.3 Adjust spreader stations to provide material delivery in line with required board cross-section distribution. 2.4 Apply glue to cross-grain veneer evenly and adjust glue feed, spread and tack levels regularly to achieve desired result. 2.5 Select and assemble cross-grain and long-grain veneer in required sequence. 2.6 Position veneer and feed according to required sequence, minimising gaps and mismatched edges. 2.7 Transfer completed assemblies for pressing.
3. Redistribute material	3.1 Grade assembled ply in line with organisational procedures and industry standards. 3.2 Direct material to storage or processing operations in line with organisational procedures. 3.3 Dispose of sub-standard material and excess glue in line with environmental protection practices. 3.4 Clean work area and store unused glue in line with organisational safety procedures. 3.5 Record and report production outcomes and equipment faults to appropriate personnel.

Foundation Skills

This section describes those core and employment skills that are essential to performance and are not explicit in the performance criteria.	
Numeracy skills to:	• identify quantities of required material within work orders and count amounts • read and adjust basic numerical machine settings to apply correct quantities of glue.
Oral communication skills to:	• ask questions and actively listen to clarify contents of work orders.
Reading skills to:	• interpret: • workplace health and safety and other organisational

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	procedures • work orders • safety data sheets for glue • manufacturers' instructions.
Writing skills to:	• complete accurate basic records for production outcomes and equipment faults.
Planning and organising skills to:	• efficiently and logically sequence the stages of preparation and production using work order to guide activities.

Range of Conditions

Not Applicable

Unit Mapping Information

FPIWPP2206B Prepare veneer for ply

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPWPP2206 Prepare veneer for ply

Modification History

Release	Comment
1	Replaces equivalent FPIWPP2206B Prepare veneer for ply, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format. Assessment requirements now specify the performance and knowledge evidence, as well as assessment conditions for this unit of competency. These sections simplify and replace components used in the previous unit format, including Required Skills and Knowledge, Evidence Guide and Range Statement

Performance Evidence

A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit. If a specific volume or frequency is not stated below, then evidence must be provided that the following requirements have been performed on at least one occasion:

- complete production jobs to bond sheets of veneer in line with individual work orders for each job that prescribe:
  - varying thickness of sheets of veneer to be used
  - varying numbers of layers of veneer to be bonded
  - varying quantities of assembled ply to be produced
- for each of the above jobs, visually inspect assembled ply and grade according to industry and organisational standards.

Knowledge Evidence

A person competent in this unit must be able to demonstrate knowledge of:

- environmental protection practices for forest products factory settings:
  - reducing water and energy use
  - cleaning plant, tools and equipment
  - disposing of, recycling and reusing timber
  - disposing of hazardous substances
- typical flow of material supply in and out of the veneer production area
- typical work flow processes and techniques used to bond sheets of veneer
- purpose, features and operation of ply assembly tables and glue spreading stations

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- appropriate parameters for rate of glue feed, spread and tack levels and effects of weather conditions on glue properties
- methods used to safely store glue
- key features of and applicable terminology for industry standard grades for assembled ply
- organisational procedures specific to preparing veneer for ply:
  - workplace health and safety with particular emphasis on equipment lock out, use of personal protective equipment and handling hazardous substances
  - communication reporting lines
  - recording and reporting production outcomes, equipment faults and maintenance requirements.

Assessment Conditions

The following resources must be made available:

- ply assembly tables with glue spreading stations
- personal protective equipment suitable for preparing veneer for ply
- a diverse range of commercial single thickness veneer of varying thicknesses
- glue mix
- manufacturers':
  - instructions for equipment use
  - safety data sheets for glue
- work order with specific instructions for preparing veneer for ply
- template documents for recording production outcomes and equipment faults
- relevant personnel for the purposes of communicating information
- organisational procedures for preparing veneer for ply.

Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting.

Assessor requirements

Assessors must:

- hold the appropriate assessor competency standards as outlined in regulations; and
- be able to demonstrate vocational competencies at least to the level being assessed; and
- be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and assessor competence.
-

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPWPP2207 Scarf edges of veneer

Modification History

Release	Comment
1	Replaces equivalent unit FPIWPP2207B Scarf edges of veneer, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format.

Application

This unit of competency describes the outcomes required to overlap the end or edge of one piece of veneer over the end or edge of another (scarfing) to optimise its use in readiness for bonding to panel products.

The unit applies to production workers who scarf edges of veneer in a forest and wood products factory setting and includes operator maintenance.

No licensing, legislative, regulatory, or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Wood Panel Products

Elements and Performance Criteria

Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.*
1. Prepare for scarfing	1.1 Review work order and where required check with appropriate personnel. 1.2 Select appropriate personal protective equipment and check for operational effectiveness. 1.3 Obtain type and quantity of veneer to be scarfed from veneer production process.

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	1.4 Plan scarfing sequence and angle in line with work order.
2. Scarf veneer	2.1 Use equipment in line with organisational safety procedures, manufacturer's instructions and environmental protection practices. 2.2 Complete pre start-up equipment checks to ensure operational effectiveness. 2.3 Set machine functions and feed rate for optimal product recovery. 2.4 Select scarfing method in line with veneer being joined. 2.5 Position veneer and feed at appropriate rate for machine speed and capacity, veneer condition and thickness. 2.6 Scarf veneer to specification and assess veneer visually throughout scarfing process for strength and production defects. 2.7 Coordinate out-feed to ensure efficient recovery of scarfed material.
3. Redistribute material	3.1 Assess joins and grade scarfed veneer in line with organisational procedures and industry standards. 3.2 Direct material to storage or processing operations in line with work order. 3.3 Dispose of sub-standard material in line with environmental protection practices. 3.4 Clean work area in line with organisational safety procedures.
4. Complete operator maintenance	4.1 Follow organisational safety procedures to lock out equipment. 4.2 Check cutters or blades for bluntness or damage. 4.3 Remove and replace cutters or blades in line with manufacturer's recommendations. 4.4 Keep machine clear of dust and debris in line with organisational safety procedures. 4.5 Record and report production outcomes, equipment faults and maintenance requirements to appropriate personnel.

Foundation Skills

This section describes those core and employment skills that are essential to performance and are not explicit in the performance criteria.	
Numeracy skills to:	• identify quantities of required material within work orders and count amounts of veneer to be processed • complete routine calculations for angle of joins

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	• calculate feed rate to optimise quality and quantity of production output.
Oral communication skills to:	• ask questions and actively listen to clarify contents of work orders.

Reading skills to:	• interpret:
	  • workplace health and safety and other organisational procedures
	  • work orders
	  • manufacturers' instructions and maintenance recommendations.

Writing skills to:	• complete accurate basic records for production outcomes, equipment faults and maintenance requirements.
Planning and organising skills to:	• logically sequence the stages of preparation and production using work order to guide activities.

Range of Conditions

Not Applicable

Unit Mapping Information

FPIWPP2207B Scarf edges of veneer

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPWPP2207 Scarf edges of veneer

Modification History

Release	Comment
1	Replaces equivalent unit FPIWPP2207B Scarf edges of veneer, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format. Assessment requirements now specify the performance and knowledge evidence, as well as assessment conditions for this unit of competency. These sections simplify and replace components used in the previous unit format, including Required Skills and Knowledge, Evidence Guide and Range Statement

Performance Evidence

A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit. If a specific volume or frequency is not stated below, then evidence must be provided that the following requirements have been performed on at least one occasion:

- scarf veneer in line with individual work orders that prescribe different lengths, widths, thicknesses and quantities for each job.
- for each of the above jobs, visually inspect veneer to re-classify its quality and use after scarfing.
-

Knowledge Evidence

A person competent in this unit must be able to demonstrate knowledge of:

- environmental protection practices for forest products factory settings:
  - reducing water and energy use
  - cleaning plant, tools and equipment
  - disposing of, recycling and reusing veneer and other waste
- typical flow of material supply in and out of the veneer scarfing area
- typical work flow processes and veneer scarfing techniques for optimising sheet sizes
- appropriate range of feed rates to produce specified joins and quality finish
- methods used to visually assess condition of veneer for strength and typical production defects:
  - overlaps

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    - gaps
    - veneer faults
    - joining spacing's
- key features of industry standard grades for re-classifying quality of scarfed veneer and applicable terminology
- purpose, features and operation of equipment used to scarf edges of veneer:
- specialised scarfing machines
- lifting equipment
- methods for assessing cutter and blade condition and completing basic non-specialist repair and maintenance for scarfing machines
- organisational procedures specific to scarfing edges of veneer:
    - workplace health and safety with particular emphasis on equipment lock out and use of personal protective equipment
    - communication reporting lines
    - recording and reporting production outcomes, equipment faults and maintenance requirements.

Assessment Conditions

The following resources must be made available:

- specialised scarfing machine
- continuous conveyor belt system
- lifting equipment
- maintenance tools and equipment
- consumable cutters and blades
- personal protective equipment suitable for scarfing veneer
- commercial veneer
- manufacturers' instructions for use and maintenance of equipment
- work order for with specific instructions for the scarfing of veneer
- template documents for recording production outcomes, equipment faults and maintenance requirements
- relevant personnel for the purposes of communicating information
- organisational procedures for scarfing veneer.

Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting.

Assessor requirements

Assessors must:

- hold the appropriate assessor competency standards as outlined in regulations; and
- be able to demonstrate vocational competencies at least to the level being assessed; and

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- be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and assessor competence.

Links

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FWPWPP2208 Cut veneer

Modification History

Release	Comment
1	Replaces equivalent FPIWPP2208B Cut veneer, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format.

Application

This unit of competency describes the outcomes required to cut veneer to width and length in readiness for bonding to panel products.

The unit applies to production workers who cut veneer in a forest and wood products factory setting.

No licensing, legislative, regulatory, or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Wood Panel Products

Elements and Performance Criteria

Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.*
1. Prepare for cutting	1.1 Review work order and where required check with appropriate personnel. 1.2 Select appropriate personal protective equipment and check for operational effectiveness. 1.3 Obtain type and quantity of veneer to be cut from veneer production process.

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	1.4 Select cutting process and plan in line with work order.
2. Operate equipment to cut veneer	2.1 Use equipment in line with organisational safety procedures, manufacturer's instructions and environmental protection practices. 2.2 Complete pre start up equipment checks to ensure operational effectiveness. 2.3 Coordinate conveyor and guillotine operation with veneer production. 2.4 Select optimal cutting positions to minimise defects and maximise full width sheets. 2.5 Complete cutting and monitor conveyor feed rate regularly for material flow problems. 2.6 Cut veneer to specification and assess veneer visually throughout cutting process for strength, gaps and defects.
3. Redistribute material	3.1 Direct material to storage or processing operations in line with organisational procedures. 3.2 Dispose of incorrect cuts, off cuts and defective material in line with environmental protection practices. 3.3 Clean work area in line with organisational safety procedures. 3.4 Record and report production outcomes and equipment faults to appropriate personnel.

Foundation Skills

This section describes those core and employment skills that are essential to performance and are not explicit in the performance criteria.	
Numeracy skills to:	• identify quantities of required material within work orders and count amounts of veneer to be processed • complete basic calculations of required length and width to determine equipment set up.
Oral communication skills to:	• ask questions and actively listen to clarify contents of work orders.

Reading skills to:	• interpret:
	  • workplace health and safety and other organisational procedures
	  • work orders
	  • manufacturers' instructions.

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Writing skills to:	• complete accurate basic records for production outcomes and equipment faults.
Planning and organising skills to:	• efficiently and logically sequence the stages of preparation and production using work order to guide activities.

Range of Conditions

Not Applicable

Unit Mapping Information

FPIWPP2208B Cut veneer

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPWPP2208 Cut veneer

Modification History

Release	Comment
1	Replaces equivalent FPIWPP2208B Cut veneer, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format. Assessment requirements now specify the performance and knowledge evidence, as well as assessment conditions for this unit of competency. These sections simplify and replace components used in the previous unit format, including Required Skills and Knowledge, Evidence Guide and Range Statement

Performance Evidence

A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit. If a specific volume or frequency is not stated below, then evidence must be provided that the following requirements have been performed on at least one occasion:

- cut veneer line with individual work orders that prescribe different lengths, width, tolerances and quantities for each job.
-

Knowledge Evidence

A person competent in this unit must be able to demonstrate knowledge of:

- environmental protection practices for forest products factory settings:
  - reducing water and energy use
  - cleaning plant, tools and equipment
  - disposing of, recycling and reusing veneer
- typical flow of material supply in and out of the veneer cutting area
- typical work flow processes and veneer cutting techniques for optimising sheet sizes
- methods used to visually assess condition of veneer for strength, gaps and typical defects:
  - incorrect moisture content
  - warp
  - wane
  - shakes
  - insect defects
  - splits

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  - knots
  - resin pockets
- purpose, features and operation of equipment used to cut veneer:
  - electronic guillotines
  - conveyor belt systems
  - different types of lifting equipment:
- fork lifts
- slings
- trolley jacks
- gantry cranes
- loaders
- organisational procedures specific to cutting veneer:
  - workplace health and safety with particular emphasis on equipment lock out and use of personal protective equipment
  - communication reporting lines
  - recording and reporting production outcomes and equipment faults.
  -

Assessment Conditions

The following resources must be made available:

- electronic guillotines
- lifting equipment
- personal protective equipment suitable for cutting veneer
- commercial veneer
- manufacturers' instructions for use of equipment
- work order with specific instructions for cutting veneer
- template documents for recording production outcomes and equipment faults
- relevant personnel for the purposes of communicating information
- organisational procedures for cutting veneer.

Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting.

Assessor requirements

Assessors must:

- hold the appropriate assessor competency standards as outlined in regulations; and
- be able to demonstrate vocational competencies at least to the level being assessed; and
- be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and assessor competence.
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FWPWPP2209 Saw products from continuous ply

Modification History

Release	Comment
1	Replaces equivalent unit FPIWPP2209B Saw products from continuous ply, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format.

Application

This unit of competency describes the outcomes required to use a power driven saw to saw panels to size from a roll of continuous ply.

The unit applies to production workers who saw products from continuous ply in a forest and wood products factory setting and includes operator maintenance.

No licensing, legislative, regulatory, or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Wood Panel Products

Elements and Performance Criteria

Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.*
1. Prepare for cutting	1.1 Review work order and where required check with appropriate personnel. 1.2 Select appropriate personal protective and other equipment and check for operational effectiveness. 1.3 Obtain type and quantity of continuous ply to be cut from storage

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	location. 1.4 Plan material cutting patterns and saw set-up sequences in line with work order.
2. Cut continuous ply to size	2.1 Use equipment in line with organisational safety procedures, manufacturer's instructions and environmental protection practices. 2.2 Mark material and set stops in preparation for cutting. 2.3 Set-up ply on in-feed and feed systems, check and regularly adjust rate. 2.4 Follow cutting sequence and patterns to produce required quantity. 2.5 Check cuts for length or angle within set tolerance. 2.6 Dispose of incorrect cuts, off cuts and defective material in line with environmental protection practices. 2.7 Stack material safely in designated location in line with work order.
3. Complete operator maintenance	3.1 Follow organisational safety procedures to lock out equipment. 3.2 Check saw blades for bluntness or damage. 3.3 Remove and replace saw blades in line with manufacturer's recommendations. 3.4 Dispose of used blades in line with environmental protection practices. 3.5 Keep work area clear of dust and debris in line with organisational safety procedures. 3.6 Record and report production outcomes, equipment faults and maintenance requirements to appropriate personnel.

Foundation Skills

This section describes those core and employment skills that are essential to performance and are not explicit in the performance criteria.	
Numeracy skills to:	• identify quantities of required material within work orders and count amounts of continuous ply • complete basic calculations of required length and angle to determine saw set up • calculate the feed rate to optimise quality and quantity of production output • measure finished dimensions against specifications and appropriate tolerances.

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Oral communication skills to:	• ask questions and actively listen to clarify contents of work orders.

Reading skills to:	• interpret:
	  • workplace health and safety and other organisational procedures
	  • work orders
	  • manufacturers' instructions and maintenance recommendations.

Writing skills to:	• complete accurate basic records for production outcomes, equipment faults and maintenance requirements.
Planning and organising skills to:	• efficiently and logically sequence the stages of preparation and production using work order to guide activities.

Range of Conditions

Not Applicable

Unit Mapping Information

FPIWPP2209B Saw products from continuous ply

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPWPP2209 Saw products from continuous ply

Modification History

Release	Comment
1	Replaces equivalent unit FPIWPP2209B Saw products from continuous ply, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format. Assessment requirements now specify the performance and knowledge evidence, as well as assessment conditions for this unit of competency. These sections simplify and replace components used in the previous unit format, including Required Skills and Knowledge, Evidence Guide and Range Statement.

Performance Evidence

A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit. If a specific volume or frequency is not stated below, then evidence must be provided that the following requirements have been performed on at least one occasion:

- produce sawn panels from continuous ply in line with individual work orders prescribing different lengths and tolerances and number of panels for each job
- across the above jobs, complete cutting patterns and sequences for single straight cuts and angles requiring one cutting pass set for multiple cuts of the same size
- for each of the above jobs, stack batches of sawn panels in storage location according to common length
- after each of the above jobs, complete operator maintenance on the saw used.

Knowledge Evidence

A person competent in this unit must be able to demonstrate knowledge of:

- environmental protection practices for forest products factory settings:
  - reducing water and energy use
  - cleaning plant, tools and equipment
  - disposing of, recycling and reusing timber ply and other waste
- storage layout and categories for:
  - raw materials
  - stacking finished panels
- typical continuous ply defects and how they affect ability to produce quality sawn panels:

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    - warp
    - wane
    - cupping
    - shakes
    - insect defects
    - knots
    - resin pockets
- cutting patterns and sequences for single straight cuts and angles requiring one cutting pass
- range of industry standard lengths, tolerances and applicable terminology
- purpose, features and operation of equipment used to saw products from continuous ply:
    - measuring equipment
    - power operated, manually controlled docking and trimming saws with carriages
    - saws with adjustable angle
    - saws with one or multiple blades
    - bandsaws
    - panel saws
    - table saws
    - bench saws
    - feed systems with rollers which support continuous ply
- methods for assessing saw blade condition and completing and basic non-specialist repair and maintenance for saws
- organisational procedures specific to sawing products from continuous ply:
    - workplace health and safety with particular emphasis on equipment lock out and use of personal protective equipment
    - communication reporting lines
    - recording and reporting production outcomes, equipment faults and maintenance requirements.

Assessment Conditions

The following resources must be made available:

- tools and equipment for sawing products from continuous ply:
    - measuring equipment
    - saws which must include one or more of the following:
        - power operated, manually controlled docking and trimming saws with carriages
        - saws with adjustable angle
        - saws with one or multiple blades
        - bandsaws
        - panel saws
        - table saws

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    - bench saws
  - feed system with rollers which support continuous ply
- maintenance tools and equipment for saws
- consumable saw blades
- personal protective equipment suitable for sawing products from continuous ply
- a diverse range of continuous ply rolls
- manufacturers' instructions for use and maintenance of equipment
- work order with specific instructions for sawing and storing panels
- template documents for recording production outcomes, equipment faults and maintenance requirements
- relevant personnel for the purposes of communicating information
- organisational procedures for sawing products from continuous ply

Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting.

Assessor requirements

Assessors must:

- hold the appropriate assessor competency standards as outlined in regulations; and
- be able to demonstrate vocational competencies at least to the level being assessed; and
- be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and assessor competence.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPWPP2211 Move material by transfer equipment

Modification History

Release	Comment
1	Replaces equivalent unit FPIWPP2211B Move material by transfer equipment, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format.

Application

This unit of competency describes the outcomes required to set up equipment, move timber products using transfer cars and rail systems and to shut down equipment. Work is completed in a forest products factory setting

The unit applies to Production worker (Laminates, Panel and Board, Veneer)

No licensing, legislative, regulatory, or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Wood Panel Products

Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.
1. Prepare to move material by transfer equipment	1.1 Review work order and where required check with appropriate personnel. 1.2 Select appropriate personal protective equipment and check for operational effectiveness. 1.3 Inspect type and quantity of material for relocation and check for potential hazards, obstructions and spillage.

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	1.4 Plan moving processes in line with work order.
2. Move material	2.1 Use equipment in line with organisational safety procedures, manufacturer's instructions and environmental protection practices. 2.2 Use communication signals to notify nearby personnel of impending operation. 2.3 Select material to be moved and loading point, using schedules, orders and instructions. 2.4 Estimate material dimensions and weight to ensure load and equipment is stable. 2.5 Position and secure load using transfer car techniques in line with manufacturer's recommendations.
3. Shut down equipment	3.1 Clear material from transfer car prior to shutdown. 3.2 Coordinate shutdown with other line operators in line with organisational safety procedures. 3.3 Apply brakes and safety locks to prevent equipment from accidentally moving. 3.4 Complete routine post operational cleaning and checks in line with organisational procedures. 3.5 Clear material spillage from areas around rail system in line with environmental protection practices.

Foundation Skills

This section describes those core and employment skills that are essential to performance and are not explicit in the performance criteria.	
Numeracy skills to:	• identify quantities and weight of material to be moved from work orders • complete routine calculations to determine material dimensions and weights for loading and transfer.
Oral communication skills to:	• ask questions and actively listen to clarify contents of work orders • provide clear, unambiguous verbal and non-verbal communication signals.
Reading skills to:	• interpret: • workplace health and safety and other organisational procedures • work orders • manufacturers' instructions.

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Writing skills to:	• complete accurate basic records for process outcomes and equipment faults.
Planning and organising skills to:	• efficiently and logically sequence the stages of preparation and material moving and relocating, using work order to guide activities.
Problem-solving skills to:	• identify oversize, overweight and unstable items and make loading adjustments • recognise faulty equipment and resolve by reporting.
Technology skills to:	• select and use appropriate personal protective equipment for moving material • safely and efficiently use mechanical rail and transfer equipment.

Range of Conditions

Not Applicable

Unit Mapping Information

FPIWPP2211B Move material by transfer equipment

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPWPP2211 Move material by transfer equipment

Modification History

Release	Comment
1	Replaces equivalent unit FPIWPP2211B Move material by transfer equipment, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format. Assessment requirements now specify the performance and knowledge evidence, as well as assessment conditions for this unit of competency. These sections simplify and replace components used in the previous unit format, including Required Skills and Knowledge, Evidence Guide and Range Statement

Performance Evidence

A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit. If a specific volume or frequency is not stated below, then evidence must be provided that the following requirements have been performed on at least one occasion:

- follow organisational policies and procedures relevant to moving material by transfer equipment
- moving material by transfer car to convey material to or from production areas
- redistribute material on site using rail and transfer car
- respond to circumstances where loads and transfer equipment may become unstable through loading oversized or overweight materials.

Knowledge Evidence

A person competent in this unit must be able to demonstrate knowledge of:

- environmental protection practices for operating transfer equipment:
  - reducing water and energy use
  - cleaning plant, tools and equipment
- typical work flow processes for transferring timber and timber products to and from designated storage areas
- typical workplace hazards present during transfer operations and methods of minimising risks
- capacity of transfer equipment in relation to dimensions and weight
- methods to correctly load transfer equipment to ensure stability of load and equipment
- key features of these varying signal systems used for transfer processes:

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  - hand signals
  - whistles
  - sirens
  - loud speaker announcements
  - two way radios
- typical industry chain of command for communicating signals during transfer processes
- purpose, features, operation and shut down of equipment used to transfer timber and timber products:
  - rail and electrically powered rail mounted transfer car systems
  - 'follow me' trolleys
  - electronic-eye trolleys used in layup
- organisational procedures specific to transferring timber and timber products:
  - workplace health and safety with particular emphasis on equipment lock out and use of personal protective equipment
  - communication reporting lines
  - recording and recording transfer processes and equipment faults.

Assessment Conditions

The following resources must be made available:

- equipment used to transfer timber products which must include one or more of the following:
  - rail and electrically powered rail mounted transfer car systems
  - 'follow me' trolleys
  - electronic-eye trolleys used in layup
- communication equipment used to signal operation of transfer equipment
- personal protective equipment suitable for transferring timber products
- material for transfer including:
  - treated paper
  - wood chips
  - flakes
  - wood fibre
  - logs
  - bark
  - off-cuts
  - timber
  - raw board
  - panel products
  - veneer
- manufacturers’ instructions for equipment use

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- work order with specific instructions for moving timber and timber products to and from a designated storage area
- template documents for recording transfer processes and equipment faults
- relevant personnel for the purposes of communicating information
- organisational procedures for transferring timber and timber products.

Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting.

Assessor requirements

Assessors must:

- hold the appropriate assessor competency standards as outlined in regulations; and
- be able to demonstrate vocational competencies at least to the level being assessed; and
- be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and assessor competence.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPWPP3201 Produce veneer from debarked logs

Modification History

Release	Comment
1	Replaces equivalent unit FPIWPP3201B Produce veneer from debarked logs, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format.

Application

This unit of competency describes the outcomes required to operate a specialised peeling lathe or rotary slicer to produce sheets of timber veneer from debarked logs. Work is completed in a forest products factory setting and includes operator maintenance.

The unit applies to production operators and technicians who produce veneer from debarked logs in a forest and wood products factory setting and includes operator maintenance.

No licensing, legislative, regulatory, or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Wood Panel Products

Elements and Performance Criteria

Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.*
1. Prepare for peeling	1.1 Review work order and where required check with appropriate personnel. 1.2 Select appropriate personal protective equipment and check for operational effectiveness. 1.3 Obtain type and quantity of debarked logs for peeling or slicing.

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	1.4 Plan veneer peeling or slicing process and thickness in line with work order.
2. Peel veneer	2.1 Use equipment in line with organisational safety procedures, manufacturer's instructions and environmental protection practices. 2.2 Check suitability of log size and condition and load into lathe. 2.3 Place drive logs to maximise available veneer and remove waste product. 2.4 Set veneer peeling or slicing process for optimal veneer recovery and grading. 2.5 Adjust machine speed and control of veneer cut to suit log characteristics. 2.6 Dispose of defective material and log cores in line with environmental protection practices.
3. Complete operator maintenance	3.1 Follow organisational safety procedures to lock out equipment. 3.2 Check cutting blades for bluntness or damage. 3.3 Remove and replace cutting blades in line with manufacturer's recommendations. 3.4 Dispose of used blades in line with environmental protection practices. 3.5 Keep machine clear of dust and debris in line with organisational safety procedures. 3.6 Record and report production outcomes, equipment faults and maintenance requirements to appropriate personnel.

Foundation Skills

This section describes those core and employment skills that are essential to performance and are not explicit in the performance criteria.	
Numeracy skills to:	• identify quantities of required material within work orders and count numbers of debarked logs for processing • complete routine calculations to measure log diameter and length • interpret order sizes and set up equipment to achieve veneer thickness to specifications.
Oral communication skills to:	• ask questions and actively listen to clarify contents of work orders.

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Reading skills to:	• interpret:
	  • workplace health and safety and other organisational procedures
	  • work orders
	  • manufacturers' instructions and maintenance recommendations.

Writing skills to:	• complete accurate basic records for production outcomes, equipment faults and maintenance requirements.
Planning and organising skills to:	• efficiently and logically sequence the stages of preparation and production using work order to guide activities.

Range of Conditions

Not Applicable

Unit Mapping Information

FPIWPP3201B Produce veneer from debarked logs

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPWPP3201 Produce veneer from debarked logs

Modification History

Release	Comment
1	Replaces equivalent unit FPIWPP3201B Produce veneer from debarked logs, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format. Assessment requirements now specify the performance and knowledge evidence, as well as assessment conditions for this unit of competency. These sections simplify and replace components used in the previous unit format, including Required Skills and Knowledge, Evidence Guide and Range Statement.

Performance Evidence

A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit. If a specific volume or frequency is not stated below, then evidence must be provided that the following requirements have been performed on at least one occasion:

- produce veneer from debarked logs in line with individual work orders specifying the use of different log species, diameter and length and prescribing varying veneer outputs in:
  - width
  - length
  - thickness
  - quantity
- after each of the above jobs, complete operator maintenance on the equipment used.
-

Knowledge Evidence

A person competent in this unit must be able to demonstrate knowledge of:

- environmental protection practices for forest products factory settings:
- reducing water and energy use
- cleaning plant, tools and equipment
- disposing of, recycling and reusing timber and other waste
- typical log defects and how they affect ability to produce quality veneer:
  - warp
  - wane

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  - cupping
  - shakes
  - insect defects
  - knots
  - resin pockets
- typical flow of material supply in and out of the production area
- typical work flow processes for producing veneer from debarked logs and peeling and slicing techniques to achieve veneer thickness to specifications
- appropriate range of feed rates for different log diameters and lengths
- purpose, features and operation of equipment used to produce veneer from debarked logs :
- specialised veneer peeling lathes
- rotary slicers
- methods for assessing cutting blade condition and completing basic non-specialist repair and maintenance
- organisational procedures specific to producing veneer from debarked logs:
  - workplace health and safety with particular emphasis on equipment lock out and use of personal protective equipment
- communication reporting lines
- recording and reporting production outcomes, equipment faults and maintenance requirements.
-

Assessment Conditions

The following resources must be made available:

- specialised veneer peeling lathes or rotary slicers
- maintenance tools and equipment
- consumable cutting blades
- personal protective equipment suitable for producing veneer from debarked logs
- a diverse range of commercial debarked logs
- manufacturers' instructions for use and maintenance of equipment
- work order with specific instructions for cutting timber veneer from debarked logs
- template documents for recording production outcomes, equipment faults and maintenance requirements
- relevant personnel for the purposes of communicating information
- organisational procedures for producing veneer from debarked logs.

Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting.

Assessor requirements

Assessors must:

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- hold the appropriate assessor competency standards as outlined in regulations; and
- be able to demonstrate vocational competencies at least to the level being assessed; and
- be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and assessor competence.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPWPP3202 Paint panels

Modification History

Release	Comment
1	Replaces equivalent unit FPIWPP3202B Paint panels, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format.

Application

This unit of competency describes the outcomes required to paint panels with water, oil or solvent based paints using roller coating line, spray booth or curtain coating equipment to finish coat wood panel products.

The unit applies to production operators and technicians who paint panels in a forest and wood products factory setting

No licensing, legislative, regulatory, or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Wood Panel Products

Elements and Performance Criteria

Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.*
1. Prepare for painting	1.1 Review work order and where required check with appropriate personnel. 1.2 Select appropriate personal protective and other equipment and check for operational effectiveness. 1.3 Obtain type and quantity of panels for painting from storage.

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	1.4 Select panel painting process, feed rates and paints and plan in line with work order.
2. Paint panels	2.1 Use equipment in line with organisational safety procedures, manufacturer's instructions and environmental protection practices. 2.2 Load paint products in equipment and apply paint to panel, monitoring and adjusting flow rates and viscosity continually. 2.3 Check paint operations regularly and clear blockages and filters to maintain paint coverage. 2.4 Check panels regularly for surface quality and contamination, and grade according to work order requirements. 2.5 Remove defective panels from painting process and review for disposal or re-painting. 2.6 Dry and stack material safely in designated location.
3. Shut down and clean equipment	3.1 Coordinate shutdown procedures with other line operators in line with organisational safety procedures. 3.2 Turn off pumps and flush equipment in line with manufacturer's instructions. 3.3 Dispose of excess paint and flushing liquid in line with environmental protection practices. 3.4 Store equipment and paint in line with organisational procedures. 3.5 Record and report production outcomes and equipment faults to appropriate personnel.

Foundation Skills

This section describes those core and employment skills that are essential to performance and are not explicit in the performance criteria.	
Numeracy skills to:	• identify quantities of required material within work orders and count numbers of panels • interpret order requirements and set up equipment to achieve correct flow rates and viscosity • calculate rate of paint application to optimise quality and quantity of production output.
Oral communication skills to:	• ask questions and actively listen to clarify contents of work orders.
Reading skills to:	• interpret:

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	• workplace health and safety and other organisational procedures • work orders • safety data sheets • manufacturers' instructions.
Writing skills to:	• complete accurate basic records for production outcomes and equipment faults.
Planning and organising skills to:	• efficiently and logically sequence the stages of preparation and production using work order to guide activities.
Problem-solving skills to:	• identify and dispose of defective panels or rectify • identify processing problems and faulty equipment and resolve by reporting or rectifying.
Technology skills to:	• select and use appropriate personal protective equipment for painting panels • efficiently and safely operate painting equipment.

Range of Conditions

Not Applicable

Unit Mapping Information

FPIWPP3202B Paint panels

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPWPP3202 Paint panels

Modification History

Release	Comment
1	Replaces equivalent unit FPIWPP3202B Paint panels, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format. Assessment requirements now specify the performance and knowledge evidence, as well as assessment conditions for this unit of competency. These sections simplify and replace components used in the previous unit format, including Required Skills and Knowledge, Evidence Guide and Range Statement

Performance Evidence

A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit. If a specific volume or frequency is not stated below, then evidence must be provided that the following requirements have been performed on at least one occasion:

- paint panels in line with individual work orders for each job; types of panels include:
  - medium density fibreboard
  - chipboard
  - fibreboard
  - plywood
- at the completion of each of the above jobs:
  - shut-down and clean equipment in line with organisational safety procedures
  - dispose of excess paint in line with environmental protection practices
  - safely store unused paint
  - stack finished panels in storage location according to common size, thickness, length and coating.

Knowledge Evidence

A person competent in this unit must be able to demonstrate knowledge of:

- environmental protection practices for painting panels:
  - reducing water and energy use
  - cleaning plant, tools and equipment
  - disposing of, recycling and reusing timber
  - disposing of hazardous substances

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- storage layout and categories for:
  - raw materials
  - stacking finished panels
- characteristics of timber panels and the types of paint most suitable for application:
  - medium density fibreboard
  - chipboard
  - fibreboard
  - plywood
- properties, at a basic level of understanding, of paints:
  - water based
  - oil based
  - solvent based
- viscosity, film thickness and film wetness of paints
- methods used to safely store paint
- typical work flow processes for painting panels
- purpose, features, operation, shut down and cleaning of painting equipment including:
- roller coating lines
- spray booths
- curtain coating lines
- trays
- overflow trays
- thinner reservoirs
- spray guns
- roller coaters
- range of appropriate paint flow rates to avoid equipment blockages and optimise quality and quantity of production output
- organisational procedures specific to surface painting panels:
  - workplace health and safety with particular emphasis on equipment lock out, use of personal protective equipment and handling hazardous substances
  - communication reporting lines
  - recording and reporting production outcomes and equipment faults.

Assessment Conditions

The following resources must be made available:

- painting equipment which must include one or more of the following:
  - roller coating lines
  - spray booths
  - curtain coating lines
  - trays
  - overflow trays

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  - thinner reservoirs
  - spray guns
  - roller coaters
- personal protective equipment suitable for painting panels
- panels which must include one or more of the following:
  - medium density fibreboard
  - chipboard
  - fibreboard
  - plywood
- paint which must include one or more of the following:
  - water based
  - oil based
  - solvent based
- manufacturers':
  - safety data sheets for paint
  - instructions for equipment use
  - recommendations for cleaning equipment
- work order with specific instructions for painting panels
- template documents for recording production outcomes and equipment faults
- relevant personnel for the purposes of communicating information
- organisational procedures for painting panels.

Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting.

Assessor requirements

Assessors must:

- hold the appropriate assessor competency standards as outlined in regulations; and
- be able to demonstrate vocational competencies at least to the level being assessed; and
- be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and assessor competence.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPWPP3203 Produce fibre from chips

Modification History

Release	Comment
1	Replaces equivalent unit FPIWPP3203B Produce fibre from chips, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format.

Application

This unit of competency describes the outcomes required to assess chips for production suitability, and operate a defribrator to convert wood chips to fibre for the production of medium density fibreboard.

The unit applies to production technician operators and machine operators in a forest and wood products factory setting and includes operator maintenance.

No licensing, legislative, regulatory, or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Wood Panel Products

Timber Manufactured Products

Elements and Performance Criteria

Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.*
1. Prepare for fibre production	1.1 Review work order and where required check with appropriate personnel. 1.2 Select appropriate personal protective equipment and check for operational effectiveness. 1.3 Identify type and quantity of wood chips for fibre production,

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	assess condition and select. 1.4 Plan defibrator process in line with work order.
2. Produce fibre	2.1 Use equipment in line with organisational safety procedures, manufacturer’s instructions and environmental protection practices. 2.2 Complete pre start-up equipment checks to ensure operational effectiveness. 2.3 Adjust defibrator and feed systems to produce required fibre size; check and adjust regularly. 2.4 Monitor chip flow and pulp out-feed to prevent blockages to ensure optimum production rate. 2.5 Direct fibre output to storage bins in line with prescribed fill levels. 2.6 Respond to critical situations requiring emergency shutdown to prevent personal injury or damage to machine or product. 2.7 Dispose of sub-standard material in line with environmental protection practices.
3. Complete operator maintenance	3.1 Follow organisational safety procedures to lock out equipment. 3.2 Check defibrator blades for bluntness or damage, remove and replace in line with manufacturer's recommendations. 3.3 Dispose of used blades in line with environmental protection practices. 3.4 Clean defibrator components in line with manufacturer's recommendations, keeping machine clear of dust and debris. 3.5 Record and report production outcomes, equipment faults and maintenance requirements to appropriate personnel.

Foundation Skills

This section describes those core and employment skills that are essential to performance and are not explicit in the performance criteria.	
Numeracy skills to:	• identify quantities of required material within work orders and measure volume of wood chips • read basic numerical machine settings and choose according to required fibre size.
Oral communication skills to:	• ask questions and actively listen to clarify contents of work orders.
Reading skills to:	interpret:

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	• workplace health and safety and other organisational procedures • work orders • manufacturers' instructions and maintenance recommendations.
Writing skills to:	• complete accurate basic records for production outcomes, equipment faults and maintenance requirements.
Planning and organising skills to:	• efficiently and logically sequence the stages of preparation and production using work order to guide activities...

Range of Conditions

Not Applicable

Unit Mapping Information

FPIWPP3203B Produce fibre from chips

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPWPP3203 Produce fibre from chips

Modification History

Release	Comment
1	Replaces equivalent unit FPIWPP3203B Produce fibre from chips, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format. Assessment requirements now specify the performance and knowledge evidence, as well as assessment conditions for this unit of competency. These sections simplify and replace components used in the previous unit format, including Required Skills and Knowledge, Evidence Guide and Range Statement

Performance Evidence

A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit. If a specific volume or frequency is not stated below, then evidence must be provided that the following requirements have been performed on at least one occasion:

- complete fibre production jobs and safely operate defibrator in line with individual work orders prescribing different fibre size and quantity for each job
- complete assessments of the source wood chips for:
  - species
  - size
  - moisture content
  - contamination issues
  - monitor and adjust the feed system according to:
  - white water
  - stock level
  - fibre consistency
  - feed level
  - steam flow
  - raw water
  - noise
  - power consumption
- after each of the above jobs, complete operator maintenance on the defibrator.
-

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Knowledge Evidence

A person competent in this unit must be able to demonstrate knowledge of:

- environmental protection practices for producing fibre from wood chips:
  - reducing water and energy use
  - cleaning plant, tools and equipment
  - disposing of, recycling and reusing fibre, pulp and other waste
- typical flow of material supply in and out of the fibre production area
- methods used to assess wood chips for:
  - species
  - size
  - moisture content
  - contamination issues
- typical work flow processes and techniques used to produce fibre from wood chips
- purpose, features and operation of equipment used to produce fibre from chips:
  - defibrator
  - feed system
- methods for assessing defibrator blade condition and completing basic non-specialist repair and maintenance
- organisational procedures specific to producing fibre from chips:
- workplace health and safety with particular emphasis on equipment lock out and use of personal protective equipment
- communication reporting lines
- recording and reporting production outcomes, equipment faults and maintenance requirements.

Assessment Conditions

The following resources must be made available:

- defibrator
- feed system
- maintenance tools and equipment
- consumable defribrator blades
- personal protective equipment suitable for producing fibre from chips
- wood chips from various timber species
- manufacturers' instructions for use and maintenance of equipment
- work order with specific instructions for assessing wood chips and producing fibre to a specified grade
- template documents for recording production outcomes, equipment faults and maintenance requirements
- relevant personnel for the purposes of communicating information
- organisational procedures for producing fibre from chips.

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Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting.

Assessor requirements

Assessors must:

- hold the appropriate assessor competency standards as outlined in regulations; and
- be able to demonstrate vocational competencies at least to the level being assessed; and
- be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and assessor competence.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPWPP3204 Form board

Modification History

Release	Comment
1	Replaces equivalent unit FPIWPP3204B Form board, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format.

Application

This unit of competency describes the outcomes required to spread chip and fibre blend over a former and press it with heat and pressure to produce hard panels of chipboard and fibreboard.

The unit applies to production operators and technicians who form boards in a forest and wood products factory setting and includes shutting down and cleaning equipment.

No licensing, legislative, regulatory, or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Wood Panel Products

Elements and Performance Criteria

Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.*
1. Prepare for forming	1.1 Review work order and where required check with appropriate personnel. 1.2 Select appropriate personal protective equipment and check for operational effectiveness. 1.3 Obtain type and quantity of chip and fibre blend required for production.

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	1.4 Plan forming process in line with organisational procedures.
2. Prepare form board equipment	2.1 Maintain stock tanks at correct level in line with organisational requirements. 2.2 Adjust spreader stations to deliver material according to required board cross-section distribution. 2.3 Check operational condition and set-up of former to confirm mat condition. 2.4 Check forming equipment for defects and position to load press in line with manufacturer's instructions.
3. Operate equipment	3.1 Use equipment in line with organisational safety procedures, manufacturer's instructions and environmental protection practices. 3.2 Start former and forming line; operate and adjust to produce board in line with work order. 3.3 Set slitters or saws and cut formed board to required width and length. 3.4 Dispose of sub-standard boards in line with environmental protection practices. 3.5 Respond to critical situations requiring emergency shutdown to prevent personal injury or damage to machine or product.
4. Shut down and clean equipment	4.1 Clear material from conveyor belts prior to shut-down. 4.2 Coordinate shutdown with other line operators in line with organisational safety procedures. 4.3 Clear material spillage from areas around conveyors and forming stations in line with environmental protection practices. 4.4 Clean spreading stations, formers and forming lines internally and externally in line with environmental protection practices. 4.5 Record and report production outcomes, equipment faults and maintenance requirements to appropriate personnel.

Foundation Skills

This section describes those core and employment skills that are essential to performance and are not explicit in the performance criteria.	
Numeracy skills to:	• identify quantities of required material within work orders and measure volume of flakes or fibre • read basic numerical machine settings to maintain correct stock

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	tank levels • interpret order sizes and set up equipment to achieve specified width and length of mat and boards.
Oral communication skills to:	• ask questions and actively listen to clarify contents of work orders and coordinate shut-down procedures.

Reading skills to:	• interpret:
	  • workplace health and safety and other organisational procedures
	  • work orders
	  • manufacturers' instructions.

Writing skills to:	• complete accurate basic records for production outcomes, equipment faults and maintenance requirements.
Planning and organising skills to:	• efficiently and logically sequence the stages of preparation and production using work order to guide activities.

Range of Conditions

Not Applicable

Unit Mapping Information

FPIWPP3204B Form board

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPWPP3204 Form board

Modification History

Release	Comment
1	Replaces equivalent unit FPIWPP3204B Form board, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format. Assessment requirements now specify the performance and knowledge evidence, as well as assessment conditions for this unit of competency. These sections simplify and replace components used in the previous unit format, including Required Skills and Knowledge, Evidence Guide and Range Statement.

Performance Evidence

A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit. If a specific volume or frequency is not stated below, then evidence must be provided that the following requirements have been performed on at least one occasion:

- produce formed boards in line with individual work orders that prescribe different lengths, widths and quantities for each job; types of board are to include:
  - chipboard
  - fibreboard
- after each of the above jobs, complete operator maintenance to clean equipment.

Knowledge Evidence

A person competent in this unit must be able to demonstrate knowledge of:

- environmental protection practices for forest products factory settings:
  - reducing water and energy use
  - cleaning plant, tools and equipment
  - disposing of, recycling and reusing timber
  - disposing of hazardous substances
- typical flow of material supply in and out of the board forming area
- typical work flow processes and range of processing techniques used to form and trim boards from chip and fibre blends
- composition of chip and fibre blends
- purpose, features and operation of equipment used to form board:
  - spreading stations

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    - former and forming line
    - forming equipment:
- mats
- screens
- trays
- plates
    - slitters or saws
    - screens
    - stock tanks
- methods used to clean equipment
- organisational procedures specific to forming board:
    - workplace health and safety with particular emphasis on equipment lock out, use of personal protective equipment and handling hazardous substances
    - communication reporting lines
    - recording and reporting production outcomes, equipment faults and maintenance requirements.

Assessment Conditions

The following resources must be made available:

- tools and equipment used to form board:
    - spreading stations
    - former and forming line
    - forming equipment:
        - mats
        - screens
        - trays
        - plates
- slitters or saws
- screens
- stock tanks
- personal protective equipment suitable for forming board
- chip and fibre blends to be compressed
- manufacturers' instructions for use and cleaning of equipment
- work order with specific instructions for forming board
- template documents for recording production outcomes, equipment faults and maintenance requirements
- relevant personnel for the purposes of communicating information
- organisational procedures for forming board.

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Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting.

Assessor requirements

Assessors must:

- hold the appropriate assessor competency standards as outlined in regulations; and
- be able to demonstrate vocational competencies at least to the level being assessed; and
- be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and assessor competence.
-

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPWPP3205 Match and join veneer

Modification History

Release	Comment
1	Replaces equivalent unit FPIWPP3205B Match and join veneer, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format.

Application

This unit of competency describes the outcomes required to match, stitch, tape or glue slices of veneer in readiness for bonding to panel products.

The unit applies to production operators and technicians who match and join veneer in a forest and wood products factory setting.

No licensing, legislative, regulatory, or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Wood Panel Products

Elements and Performance Criteria

ELEMENTS *Elements describe the essential outcomes.*	**PERFORMANCE CRITERIA** *Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.*
1. Prepare for joining veneer	1.1 Review work order and where required check with appropriate personnel. 1.2 Select appropriate personal protective equipment and check for operational effectiveness. 1.3 Obtain type and quantity of veneer for matching and joining from

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ELEMENTS	PERFORMANCE CRITERIA
	veneer production process. 1.4 Select matching and joining process in line with work order.
2. Match and join veneer	2.1 Use equipment in line with organisational safety procedures, manufacturer's instructions and environmental protection practices. 2.2 Complete pre start-up equipment checks to ensure operational effectiveness. 2.3 Set machine functions and feed rate for optimal product recovery. 2.4 Select joining method in line with veneer to be matched. 2.5 Inspect sheets visually and match veneer to specification. 2.6 Clip sheets to provide clean edges and join in line with work order. 2.7 Assess veneer visually throughout joining process for strength and production defects.
3. Redistribute material	3.1 Assess joins and grade veneer in line with organisational procedures and industry standards. 3.2 Direct material to storage or processing operations in line with organisational procedures. 3.3 Dispose of sub-standard material and excess glue in line with environmental protection practices. 3.4 Clean work area and store unused glue in line with organisational safety procedures. 3.5 Record and report production outcomes and equipment faults to appropriate personnel.

Foundation Skills

This section describes those core and employment skills that are essential to performance and are not explicit in the performance criteria.	
Numeracy skills to:	• identify quantities of required material within work orders and count amounts of veneer • interpret order sizes and set up equipment to achieve specified dimensions • calculate the feed rate to optimise quality and quantity of production output.
Oral communication skills to:	• ask questions and actively listen to clarify contents of work orders.

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Reading skills to:	• interpret:
	  • workplace health and safety and other organisational procedures
	  • work orders
	  • safety data sheets for glue
	  • manufacturers' instructions.

Writing skills to:	• complete accurate basic records for production outcomes and equipment faults.
Planning and organising skills to:	• efficiently and logically sequence the stages of preparation and production using work order to guide activities.

Range of Conditions

Not Applicable

Unit Mapping Information

FPIWPP3205B Match and join veneer

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPWPP3205 Match and join veneer

Modification History

Release	Comment
1	Replaces equivalent unit FPIWPP3205B Match and join veneer, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format. Assessment requirements now specify the performance and knowledge evidence, as well as assessment conditions for this unit of competency. These sections simplify and replace components used in the previous unit format, including Required Skills and Knowledge, Evidence Guide and Range Statement.

Performance Evidence

A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit. If a specific volume or frequency is not stated below, then evidence must be provided that the following requirements have been performed on at least one occasion:

- join veneer using the following techniques in line with individual work orders that prescribe different lengths, widths, thicknesses and quantities for each job:
  - stitching
  - gluing
  - taping
- match veneer according to:
  - grain
  - grade
  - length
  - colour
- for each of the above jobs, visually inspect joined veneer and grade according to industry and organisational standards.

Knowledge Evidence

A person competent in this unit must be able to demonstrate knowledge of:

- environmental protection practices for forest products factory settings:
  - reducing water and energy use
  - cleaning plant, tools and equipment

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  - disposing of, recycling and reusing timber
  - disposing of hazardous substances
- typical flow of material supply in and out of the veneer production area
- features of veneer used to match:
  - grain
  - grade
  - length
  - colour
- typical work flow processes and techniques used to join veneer:
  - stitching
  - gluing
  - taping
- methods used to visually assess condition of veneer for strength and typical production defects:
  - overlaps
  - gaps
  - veneer faults
  - joining spacing’s
- purpose, features and operation of equipment used to match and join veneer:
  - clipping machines
  - guillotines
  - veneer sewing equipment
  - veneer gluing equipment
  - veneer taping equipment
- methods used to safely store glue
- key features of and applicable terminology for industry standard grades for joined veneer
- organisational procedures specific to matching and joining veneer:
  - workplace health and safety with particular emphasis on equipment lock out, use of personal protective equipment and handling hazardous substances
  - communication reporting linesrecording and reporting production outcomes, equipment faults and maintenance requirements.

Assessment Conditions

The following resources must be made available:

- clipping machines
- guillotines
- veneer sewing equipment
- veneer gluing equipment
- veneer taping equipment
- personal protective equipment suitable for matching and joining veneer

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- consumable tape and glue
- commercial single thickness veneer of varying thicknesses
- manufacturers':
  - instructions for equipment use
  - safety data sheets for glue
- work order with specific instructions for matching and joining veneer
- template documents for recording production outcomes and equipment faults
- relevant personnel for the purposes of communicating information
- organisational procedures for matching and joining veneer.

Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting.

Assessor requirements

Assessors must:

- hold the appropriate assessor competency standards as outlined in regulations; and
- be able to demonstrate vocational competencies at least to the level being assessed; and
- be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and assessor competence.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPWPP3207 Clip veneer

Modification History

Release	Comment
1	Replaces equivalent unit FPIWPP3207B Clip veneer, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format.

Application

This unit of competency describes the outcomes required to clip veneer to form a straight edge, remove defects, splits or uneven edges and to sort in readiness for matching and bonding to panel products.

The unit applies to production operators and technicians who clip veneer in a forest and wood products factory setting.

No licensing, legislative, regulatory, or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Wood Panel Products

Elements and Performance Criteria

Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.*
1. Prepare for veneer clipping	1.1 Review work order and where required check with appropriate personnel. 1.2 Select appropriate personal protective equipment and check for operational effectiveness. 1.3 Obtain type and quantity of veneer to be clipped from veneer production process.

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	1.4 Select clipping process in line with work order.
2. Clip veneer	2.1 Use equipment in line with organisational safety procedures, manufacturer's instructions and environmental protection practices. 2.2 Complete pre-start up equipment checks to ensure operational effectiveness. 2.3 Set clipping machine functions for optimal product recovery. 2.4 Select clipping pattern to match veneer type. 2.5 Clip veneer to specification and assess sheets visually throughout clipping process for dimension, edge and other defects. 2.6 Clip sheets to size, removing unwanted sections and providing clean edges.
3. Sort and redistribute veneer	3.1 Grade clipped veneer and classify into colour and match groupings in line with industry standards. 3.2 Direct material to storage or processing operations in line with organisational procedures. 3.3 Dispose of incorrect cuts, off cuts and defective material in line with environmental protection practices. 3.4 Clean work area in line with organisational safety procedures. 3.5 Record and report production outcomes and equipment faults to appropriate personnel.

Foundation Skills

This section describes those core and employment skills that are essential to performance and are not explicit in the performance criteria.	
Numeracy skills to:	• identify quantities of required material within work orders and count amounts of veneer to be processed • complete basic calculations of required amounts of edging to be clipped to determine equipment set up.
Oral communication skills to:	• ask questions and actively listen to clarify contents of work orders.

Reading skills to:	• interpret:
	  • workplace health and safety and other organisational procedures
	  • work orders
	  • manufacturers' instructions.

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Writing skills to:	• complete accurate basic records for production outcomes and equipment faults.
Planning and organising skills to:	• efficiently and logically sequence the stages of preparation and production using work order to guide activities.

Range of Conditions

Not Applicable

Unit Mapping Information

FPIWPP3207B Clip veneer

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPWPP3207 Clip veneer

Modification History

Release	Comment
1	Replaces equivalent unit FPIWPP3207B Clip veneer, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format. Assessment requirements now specify the performance and knowledge evidence, as well as assessment conditions for this unit of competency. These sections simplify and replace components used in the previous unit format, including Required Skills and Knowledge, Evidence Guide and Range Statement.

Performance Evidence

A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit. If a specific volume or frequency is not stated below, then evidence must be provided that the following requirements have been performed on at least one occasion:

- clip veneer to form a straight edge and remove these types of defects in line with individual work orders that prescribe different dimensions and quantities:
  - uneven edges
  - split edges
  - excessive knots
- for each of the above jobs, visually inspect veneer to re-classify its quality and use after clipping.

Knowledge Evidence

A person competent in this unit must be able to demonstrate knowledge of:

- environmental protection practices for forest products factory settings:
  - reducing water and energy use
  - cleaning plant, tools and equipment
  - disposing of, recycling and reusing veneer
- typical flow of material supply in and out of the veneer clipping area
- typical work flow processes and veneer clipping techniques for optimising use of veneer panels
- methods used to visually assess condition of veneer for dimension, typical production and other defects:

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  - warp
  - wane
  - knots
  - splits
  - uneven edges
- key features of industry standard grades for re-classifying quality of clipped veneer and applicable terminology
- purpose, features and operation of equipment used to clip veneer:
- measuring tapes
- dial gauges
- clipping machines
- guillotines
- conveyor belt systems
- different types of lifting equipment:
  - fork lifts
  - slings
  - trolley jacks
  - gantry cranes
  - loaders
- organisational procedures specific to clipping veneer:
- workplace health and safety with particular emphasis on equipment lock out and use of personal protective equipment
- communication reporting lines
- recording and reporting production outcomes and equipment faults.

Assessment Conditions

The following resources must be made available:

- measuring tapes
- clipping machines
- guillotines
- lifting equipment
- personal protective equipment suitable for clipping veneer
- a diverse range of commercial veneer
- manufacturers' instructions for use of equipment
- work order with specific instructions for clipping veneer
- template documents for recording production outcomes and equipment faults
- relevant personnel for the purposes of communicating information
- organisational procedures for clipping veneer

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Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting.

Assessor requirements

Assessors must:

- hold the appropriate assessor competency standards as outlined in regulations; and
- be able to demonstrate vocational competencies at least to the level being assessed; and
- be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and assessor competence.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPWPP3208 Punch peg holes in panels

Modification History

Release	Comment
1	Replaces equivalent unit FPIWPP3208B Punch peg holes in panels, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format.

Application

This unit of competency describes the outcomes required to punch peg holes in thin panel products to produce a peg board, using a hole punching machine.

The unit applies to production operators and technicians who punch peg holes in panels in a forest and wood products factory setting and includes operator maintenance.

No licensing, legislative, regulatory, or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Wood Panel Products

Elements and Performance Criteria

Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.*
1. Prepare for hole punching	1.1 Review work order and where required check with appropriate personnel. 1.2 Select appropriate personal protective equipment and check for operational effectiveness. 1.3 Obtain type and quantity of material to be punched from storage location.

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	1.4 Plan punching process and hole lay out in line with work order.
2. Punch peg holes	2.1 Use equipment in line with organisational safety procedures, manufacturer's instructions and environmental protection practices. 2.2 Complete pre start-up equipment checks to ensure operational effectiveness. 2.3 Feed material into machine at prescribed feed rate. 2.4 Follow punching sequence, and adjust to produce required quantity and maximum feed rate. 2.5 Check punching process regularly and adjust to maintain desired quality and output. 2.6 Dispose of sub-standard material in line with environmental protection practices. 2.7 Stack material safely in designated location in line with work order.
3. Complete operator maintenance	3.1 Follow organisational safety procedures to lock out equipment. 3.2 Check punches for bluntness or damage. 3.3 Remove and replace punches in line with manufacturer's recommendations. 3.4 Keep machine area clear of dust and debris in line with organisational safety procedures. 3.5 Record and report production outcomes, equipment faults and maintenance requirements to appropriate personnel.

Foundation Skills

This section describes those core and employment skills that are essential to performance and are not explicit in the performance criteria.	
Numeracy skills to:	• identify quantities of required material within work orders and count number of panels to be punched • calculate the feed rate to optimise quality and quantity of production output.
Oral communication skills to:	• ask questions and actively listen to clarify contents of work orders.

Reading skills to:	• interpret:
	  • workplace health and safety and other organisational procedures
	  • work orders

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	• manufacturers' instructions and maintenance recommendations.
Writing skills to:	• complete accurate basic records for production outcomes, equipment faults and maintenance requirements.
Planning and organising skills to:	• efficiently and logically sequence the stages of preparation and production using work order to guide activities.

Range of Conditions

Not Applicable

Unit Mapping Information

FPIWPP3208B Punch peg holes in panels

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPWPP3208 Punch peg holes in panels

Modification History

Release	Comment
1	Replaces equivalent unit FPIWPP3208B Punch peg holes in panels, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format. Assessment requirements now specify the performance and knowledge evidence, as well as assessment conditions for this unit of competency. These sections simplify and replace components used in the previous unit format, including Required Skills and Knowledge, Evidence Guide and Range Statement.

Performance Evidence

A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit. If a specific volume or frequency is not stated below, then evidence must be provided that the following requirements have been performed on at least one occasion:

- produce punched panels in line with individual work orders for each panel type prescribing different hole layouts/patterns and number of panels; material type include:
  - medium density fibreboard
  - chipboard
  - fibreboard
- for each of the above jobs, stack batches of punched panels in storage location according to material type, dimension and hole layout/pattern
- after each of the above jobs, complete operator maintenance on the punching machine used.

Knowledge Evidence

A person competent in this unit must be able to demonstrate knowledge of:

- environmental protection practices for forest products factory settings:
  - reducing water and energy use
  - cleaning plant, tools and equipment
  - disposing of, recycling and reusing timber and other waste
- storage layout and categories for:
  - raw materials

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    - stacking finished panels
- typical panel defects and how they affect ability to produce quality punched panels:
    - warp
    - wane
    - cupping
- common uses for punched panels and typical hole layout/patterns
- typical work flow processes and veneer punching techniques for optimising use of panels
- appropriate range of feed rates to produce specified hole layout/pattern and quality finish
- features of defects in finished panels which would trigger rejection and disposal:
    - incorrect margins
    - incorrect patterns
    - doglegs
- purpose, features and operation of equipment used to punch peg holes in panels:
    - measuring equipment
    - punching machines
- methods for assessing punch condition and completing basic non-specialist repair and maintenance for punching machines
    - organisational procedures specific to punching peg holes in panels:
    - workplace health and safety with particular emphasis on equipment lock out and use of personal protective equipment
    - communication reporting lines
    - recording and reporting production outcomes, equipment faults and maintenance requirements.

Assessment Conditions

The following resources must be made available:

- measuring equipment
- punching machines
- maintenance tools and equipment
- personal protective equipment suitable for punching peg holes in panels
- commercial timber panels which must include one or more of the following:
    - medium density fibreboard
    - chipboard
    - fibreboard
- manufacturers' instructions for use and maintenance of equipment
- work order with specific instructions for the punching and storing timber panel products
- template documents for recording production outcomes, equipment faults and maintenance requirements
- relevant personnel for the purposes of communicating information
- organisational procedures for punching peg holes in panels.

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Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting.

Assessor requirements

Assessors must:

- hold the appropriate assessor competency standards as outlined in regulations; and
- be able to demonstrate vocational competencies at least to the level being assessed; and
- be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and assessor competence.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPWPP3209 Prepare resin and additives

Modification History

Release	Comments
Release 2	This version released with FWP Forest and Wood Products Training Package Version 4.0.
Release 1	This version replaces equivalent unit FPIWPP3209B Prepare resin and additives, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format.

Application

This unit of competency describes the skills and knowledge required to mix glue, resin and additives for use in the production of engineered wood products.

The unit applies individuals who work as production operators and technicians in an engineered wood products facility. Operators generally work under broad or limited direction to complete routine activities related to their own work, and take responsibility for their work.

All work must be carried out to comply with workplace procedures, according to state/territory health and safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Wood Panel Products

Elements and Performance Criteria

Elements	Performance Criteria

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Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for mixing resin and additives	1.1 Review work order, workplace health and safety requirements, environmental protection practices and emergency procedures for mixing resin and additives and, where required, check with appropriate personnel 1.2 Identify and report hazards and use personal protective equipment according to workplace requirements and health and safety legislation to maintain safe work practices 1.3 Obtain the type and quantity of glue or resin to be mixed from a storage location 1.4 Select the mixing process and plan according to work order
2. Mix glue	2.1 Use equipment according to workplace health and safety procedures, manufacturer instructions and environmental protection practices 2.2 Measure and mix glue or resin ingredients and additives to ensure minimum wastage 2.3 Transfer mix to appropriate storage location or production equipment through transfer lines without contaminating 2.4 Monitor rate that glue or resins and additives are being added, and where required adjust pumps 2.5 Test mix samples regularly according to manufacturer instructions
3. Maintain and clean equipment	3.1 Clean mixing, storage and transfer equipment according to workplace health and safety procedures 3.2 Turn off pumps and flush equipment according to workplace health and safety procedures and manufacturer recommendations 3.3 Dispose of excess glue or resin and additives in line with environmental protection practices, and store equipment 3.4 Record and report production outcomes and equipment faults to appropriate personnel

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	**Description**

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Skill	Description
Numeracy	• Calculate the quantity of glue or resin to meet work order production requirements • Calculate routine mixing ratios for glue or resin and additives • Interpret numerical data from test samples
Reading	• Interpret safety data sheets for glue, resins and additives
Navigate the world of work	• Understand main tasks, responsibilities and boundaries of own role
Interact with others	• Use modes of communication suitable for the purpose to confirm and clarify understanding
Get the work done	• Recognise and respond to routine problems by reporting or rectifying

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FWPWPP3209 Prepare resin and additives Release 2	FWPWPP3209 Prepare resin and additives Release 1	Updated industry terminology, workplace health and safety requirements and foundation skills; clarified the intent of the unit and assessment requirements.	Equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPWPP3209 Prepare resin and additives

Modification History

Release	Comments
Release 2	This version released with FWP Forest and Wood Products Training Package Version 4.0.
Release 1	This version replaces equivalent unit FPIWPP3209B Prepare resin and additives, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format.

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit. There must be evidence that, on at least one occasion, the individual has:

- followed workplace health and safety requirements and environmental protection procedures for mixing resins and additives used in the production of engineered wood products
- mixed one or more of the following types of glues and resins according to an individual work order prescribing different quantities:
  - synthetic or animal-based adhesives
  - rubber-based adhesives
  - polyvinyl acetate
  - epoxy resins
  - formaldehydes
- taken samples and tested mix for:
  - mix quantities
  - setting speed
  - how weather conditions may be affecting the process.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

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- health and safety hazards or risks related to mixing resins and additives for the production of engineered wood products, as identified through risk assessments, manufacturer technical information, regulations and industry health and safety guides
- workplace procedures specific to mixing glue, resin and additives:
  - health and safety, with particular emphasis on equipment lockout, emergency procedures, use of personal protective equipment (PPE) and handling hazardous substances according to safety data sheets
  - use of equipment for mixing resins and additives
  - communication reporting lines
  - recording and reporting production outcomes and equipment faults
- environmental protection practices for preparing resins and additives:
  - reducing water and energy use
  - cleaning plant, tools and equipment
  - disposing of hazardous substances
- storage layout and categories for:
  - raw materials
  - finished mixes
- typical flow of material supply in and out of the mixing area
- typical workflow processes for mixing glue, resins and additives
- properties, at a basic level of understanding, of glue and resin types and their uses:
  - synthetic or animal-based adhesives
  - rubber-based adhesives
  - polyvinyl acetate
  - epoxy resins
  - formaldehydes
- properties, at a basic level of understanding, of additive types and their uses
- effects of weather conditions on bonding times
- methods used to:
  - mix glues, resins and additives
  - test samples of mix
  - safely store glues, resins and additives
- purpose, features, operation and basic non-specialist maintenance of mixing systems used to mix glue, resin and additives:
  - mixers with manually controlled feed
  - mixers with pre-programmed mix quantities.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:

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  - skills must be demonstrated in an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - mixing system with transfer pumps
  - PPE suitable for mixing glue, resin and additives
  - glue, resin and additives used in the production of engineered wood products
- specifications:
  - recipes for mixing glues, resin and additives
  - manufacturer safety data sheets for glues, resins and additives, instructions for equipment use and recommendations for maintaining equipment
  - work order with specific instructions for mixing glue, resins and additives
  - template documents for recording production outcomes and equipment faults
  - workplace procedures for mixing glue, resin and additives, including health and safety and emergency procedures and environmental protection procedures.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPWPP3211 Maintain caul plates and screens

Modification History

Release	Comment
1	Replaces equivalent unit FPIWPP3211B Maintain caul plates and screens, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format.

Application

This unit of competency describes the outcomes required to clean, inspect and replace caul plates and screens in laminating and pressing equipment.

The unit applies to production operators and technicians who maintain caul plates and screens in a forest and wood products factory setting.

No licensing, legislative, regulatory, or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Wood Panel Products

Elements and Performance Criteria

Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.*
1. Prepare for maintenance	1.1 Review work order and where required check with appropriate personnel. 1.2 Select appropriate repair, maintenance and personal protective equipment and check for operational effectiveness. 1.3 Remove caul plates and screens for maintenance from designated machinery.

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	1.4 Plan maintenance process in line with work order.
2. Change, clean and polish caul plates	2.1 Follow organisational safety procedures and manufacturer's recommendations throughout all maintenance and repair processes. 2.2 Identify plates requiring cleaning and move from circuit to plate rack. 2.3 Process plates through full cleaning cycle; inspect for defects and separate for repair where required. 2.4 Dry plates, prepare for use and return to circuit. 2.5 Polish plates using polishing table and head. 2.6 Store polished plates for use in line with work order. 2.7 Store or dispose of unused chemicals in line with environmental protection practices.
3. Prepare backing screens	3.1 Roll screens from plate and secure. 3.2 Process screens through full cleaning cycle; stack and inspect for faults. 3.3 Identify defective screens, remove and dispose of these in line with environmental protection practices.
4. Remove and replace transport plates	4.1 Coordinate load shifting and transport requirements to remove and replace transport plates with minimal downtime. 4.2 Identify defective plates, remove from circuit and dispose of these in line with environmental protection practices. 4.3 Prepare and fit replacement plates. 4.4 Record and report process outcomes and equipment faults to appropriate personnel.

Foundation Skills

This section describes those core and employment skills that are essential to performance and are not explicit in the performance criteria.	
Numeracy skills to:	• identify and set cycle time for chemical and heat treatment baths • read basic numerical machine settings.
Oral communication skills to:	• ask questions and actively listen to clarify contents of work orders.
Reading skills to:	• interpret: • workplace health and safety and other organisational

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	procedures • work orders • safety data sheets for chemicals • manufacturers' instructions and maintenance recommendations.
Writing skills to:	• complete accurate basic records for process outcomes and equipment faults.
Planning and organising skills to:	• efficiently and logically sequence the stages of repair and maintenance activities using work order to guide activities.
Problem-solving skills to:	• identify and dispose of defective materials • recognise faulty equipment and resolve by reporting or rectifying.
Technology skills to:	• select and use appropriate hand-held tools and personal protective equipment to complete maintenance and repairs • use chemical and heat treatment baths to maintain caul plates and screens.

Range of Conditions

Not Applicable

Unit Mapping Information

FPIWPP3211B Maintain caul plates and screens

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPWPP3211 Maintain caul plates and screens

Modification History

Release	Comment
1	Replaces equivalent unit FPIWPP3211B Maintain caul plates and screens, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format. Assessment requirements now specify the performance and knowledge evidence, as well as assessment conditions for this unit of competency. These sections simplify and replace components used in the previous unit format, including Required Skills and Knowledge, Evidence Guide and Range Statement.

Performance Evidence

A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit. If a specific volume or frequency is not stated below, then evidence must be provided that the following requirements have been performed on at least one occasion:

- complete maintenance jobs in line with individual work orders
- for each of the above jobs complete the following maintenance and repair activities:
  - process caul plates and screens through the full cleaning cycle which may be via chemical or heat treatment baths
  - polish caul plates to ensure optimum operation
  - inspect caul plates, screen and transport plates for defects and process for repair or dispose of.

Knowledge Evidence

A person competent in this unit must be able to demonstrate knowledge of:

- environmental protection practices for maintaining and repairing cauls and screens:
  - reducing water and energy use
  - cleaning plant, tools and equipment
  - disposing of, recycling and reusing defective materials
  - disposing of hazardous substances
- operational purpose and features of caul plates, screens and transport plates
- purpose, features and operation of tools and equipment used to maintain and repair caul plates and screens:

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  - chemical baths
  - heat treatment baths
  - polishing table and machinery
- methods used to remove and replace caul and transport plates
- typical defects and methods used to assess condition of caul plates, screens and transport plates:
  - buckling
  - buildup of board product
  - marking of plates
  - dents
- characteristics of metal used in caul plates and screens and how they respond to chemical and heat cleaning processes and polishing in the case of caul plates
- polishing techniques to ensure caul plate surfaces are smooth for optimum board separation
- methods used to safely handle and store chemicals used in the cleaning process
- organisational procedures specific to maintaining and repairing caul plates and screens:
  - workplace health and safety with particular emphasis on equipment lock out, use of personal protective equipment and handling hazardous substances
  - communication reporting lines
  - recording and reporting process outcomes and equipment faults.

Assessment Conditions

The following resources must be made available:

- equipment used to maintain and repair caul plates and screens:
  - chemical or heat treatment baths
  - polishing table and machinery
  - hand-held tools
- machinery containing caul plates and screens
- caul plates
- screens
- transport plates
- personal protective equipment suitable for maintaining and repairing caul plates and screens
- manufacturers':
  - safety data sheets for chemicals
  - instructions for equipment use
  - recommendations for cleaning and repairing equipment
- work order with specific instructions for maintenance of caul plates and screens in designated equipment
- template documents for recording process outcomes and equipment faults
- relevant personnel for the purposes of communicating information

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- organisational procedures for maintaining and repairing caul plates and screens.

Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting.

Assessor requirements

Assessors must:

- hold the appropriate assessor competency standards as outlined in regulations; and
- be able to demonstrate vocational competencies at least to the level being assessed; and
- be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and assessor competence.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPWPP3212 Dry material

Modification History

Release	Comments
Release 2	This version released with FWP Forest and Wood Products Training Package Version 4.0.
Release 1	This version released with FWP Forest and Wood Products Training Package Version 2.0.

Application

This unit of competency describes the outcomes required to dry materials in a continuous operating single or multi pass dryer or flash dryer using either steam, heated air or gas.

The unit applies to production operators and technicians who dry material in a forest and wood products factory setting and includes operator maintenance.

No licensing, legislative, regulatory, or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Wood Panel Products

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for drying	1.1 Review work order and where required check with appropriate personnel. 1.2 Identify and obtain type and quantity of material for drying process. 1.3 Select appropriate personal protective equipment and check for

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	operational effectiveness. 1.4 Plan drying process in line with work order.
2. Set up and operate equipment for drying material	2.1 Use equipment in line with organisational safety procedures, manufacturer's instructions and environmental protection practices. 2.2 Complete pre start-up equipment checks to ensure operational effectiveness, light furnace and monitor continually. 2.3 Follow emergency shutdown procedures in response to fire. 2.4 Set drying temperature, humidity and feed rate for optimal product recovery. 2.5 Position material and feed at rate appropriate to machine speed, capacity, treatment being dried, thickness and condition. 2.6 Assess material visually and measure moisture levels, ensuring outcomes in line with work order. 2.7 Coordinate out-feed to ensure efficient recovery of dried material. 2.8 Record and report on drying process to appropriate personnel.
3. Redistribute material	3.1 Regrade material in line with industry standards. 3.2 Direct material to storage or processing operations in line with organisational procedures. 3.3 Reject and dispose of defective material in line with environmental protection practices. 3.4 Clean work area in line with organisational safety procedures.
4. Complete operator maintenance	4.1 Follow organisational safety procedures to lock out equipment. 4.2 Check drying mechanisms for effective condition. 4.3 Check, and maintain oil levels, air filters, conveyors and chains in line with manufacturer's recommendations. 4.4 Keep machine clear of dust and debris in line with organisational safety procedures. 4.5 Record and report equipment faults and maintenance requirements to appropriate personnel.

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Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Numeracy skills to:	• Identify quantities of required material within work orders and count amounts • Read basic dryer temperature settings; set and adjust levels according to drying requirements • Calculate the feed rate to optimise quality and quantity of production output • Complete routine measurements of material moisture levels.
Oral communication skills to:	• Ask questions and actively listen to clarify contents of work orders.

Reading skills to:	• Interpret:
	  • Workplace health and safety and other organisational procedures
	  • Work orders
	  • Manufacturers' instructions and maintenance recommendations.

Writing skills to:	• Complete accurate basic records of process outcomes, equipment faults and maintenance requirements.
Planning and organising skills to:	• Efficiently and logically sequence the stages of drying activities using work order to guide activities.
Problem-solving skills to:	• Identify and dispose of defective materials • Identify situations requiring emergency shutdown and respond immediately • Recognise faulty equipment and resolve by reporting or rectifying.
Technology skills to:	• Select and use appropriate personal protective equipment for dryer Operation and maintenance tasks • Safely and efficiently operate single or multi pass dryer or flash dryer.

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status

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FWPWPP3212 Dry material Release 2	FWPWPP3212 Dry material Release 1	Rectified error in Assessment Conditions	Equivalent

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPWPP3212 Dry material

Modification History

Release	Comments
Release 2	This version released with FWP Forest and Wood Products Training Package Version 4.0.
Release 1	This version released with FWP Forest and Wood Products Training Package Version 2.0.

Performance Evidence

A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit. If a specific volume or frequency is not stated below, then evidence must be provided that the following requirements have been performed on at least one occasion:

- operate a dryer to dry materials in line with individual work orders for each job prescribing different quantities; materials for drying include:
  - solid timber
  - flake
  - veneer
  - raw boards
  - laminated panels
  - veneered panels
  - plywood
- for each of the above jobs, direct materials to appropriate storage location or to downstream processing
- after each of the above jobs, complete operator maintenance on the dryer used.

Knowledge Evidence

A person competent in this unit must be able to demonstrate knowledge of:

- environmental protection practices for operating and maintaining dryers:
  - reducing water and energy use
  - cleaning plant, tools and equipment
  - disposing of, recycling and reusing defective materials
- purpose of drying materials
- characteristics of materials and effects of the drying process:

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    - solid timber
    - flake
    - veneer
    - raw boards
    - laminated panels
    - veneered panels
    - plywood
- methods used to visually assess condition of materials and measure moisture content after the drying process
- typical work flow processes and drying techniques
- typical flow of material supply in and out of the drying area
- purpose, features and operation of equipment used for drying materials:
- different types of dryers:
    - continuous operating single pass or multi pass dryer
    - flash dryer
- furnaces operated with steam, hot oil and gas
- different types of lifting equipment including:
    - fork lifts
    - slings
    - trolley jacks
    - gantry cranes
    - loaders
- methods used to maintain dryers
- moisture probes
- organisational procedures specific to drying materials:
    - workplace health and safety with particular emphasis on equipment lock out and use of personal protective equipment
    - communication reporting lines
    - recording and reporting process outcomes, equipment faults and maintenance requirements.

Assessment Conditions

The following resources must be made available:

- one or more of the following types of dryer:
    - continuous operating single pass or multi pass dryer
    - flash dryer
- furnace operated with one or more of the following:
    - steam
    - hot oil
    - gas

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- continuous conveyor belt system
- lifting equipment
- moisture probes
- maintenance tools and equipment
- personal protective equipment suitable for dryer operation and maintenance
- commercial material for drying which must include at least one of the following:
  - solid timber
  - flake
  - veneer
  - raw boards
  - laminated panels
  - veneered panels
  - plywood
- manufacturers':
  - instructions for equipment use
  - recommendations for maintaining equipment
- work order with specific instructions for the types and quantity of material to be dried
- template documents for recording process outcomes, equipment faults and maintenance requirements
- relevant personnel for the purposes of communicating information
- organisational procedures for drying materials.

Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting.

Assessor requirements

Assessors must:

- hold the appropriate assessor competency standards as outlined in regulations; and
- be able to demonstrate vocational competencies at least to the level being assessed; and
- be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and assessor competence.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPWPP3213 Heat treat material

Modification History

Release	Comment
1	Replaces equivalent unit FPIWPP3213B Heat treat material, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format.

Application

This unit of competency describes the outcomes required to heat treat material in standard or controlled humidity ovens to achieve the desired moisture content and curing.

The unit applies to production operators and technicians who heat treat materials in a forest and wood products factory setting and includes operator maintenance.

No licensing, legislative, regulatory, or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Wood Panel Products

Elements and Performance Criteria

Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.*
1. Prepare for heat treating	1.1 Review work order and where required check with appropriate personnel. 1.2 Identify and obtain type and quantity of material for heat treatment. 1.3 Select appropriate personal protective equipment and check for operational effectiveness. 1.4 Plan heat treating process cycles in line with work order.

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2. Dry material	2.1 Use equipment in line with organisational safety procedures, manufacturer's instructions and environmental protection practices. 2.2 Complete pre start-up equipment checks to ensure operational effectiveness and set heating temperature and humidity for optimal product recovery. 2.3 Adjust oven settings to suit process cycles and material condition, and monitor continually. 2.4 Follow emergency shutdown procedures in response to oven alarm. 2.5 Prepare racks containing materials of consistent processing condition and allowable range of thickness and load into oven, maximising space. 2.6 Assess material visually and measure moisture levels to ensure specified outcome. 2.7 Tag or mark processed racks and take samples of material for testing. 2.8 Record and report heat treating process to appropriate personnel.
3. Redistribute material	3.1 Regrade material in line with industry standards. 3.2 Direct material to storage or processing operations in line with organisational procedures. 3.3 Reject and dispose of defective material in line with environmental protection practices. 3.4 Clean work area in line with organisational safety procedures.
4. Complete operator maintenance	4.1 Follow organisational safety procedures to lock out equipment. 4.2 Check heat treating mechanisms for effective condition. 4.3 Adjust and maintain temperature and humidity settings, water drainage, atomising sprays and fans in line with manufacturer's recommendations. 4.4 Keep oven clear of dust and debris in line with organisational safety procedures. 4.5 Record and report equipment faults and maintenance requirements to appropriate personnel.

Foundation Skills

This section describes those core and employment skills that are essential to performance and are not explicit in the performance criteria.

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Numeracy skills to:	• identify quantities of required material within work orders and count amounts • read basic oven temperature settings; set and adjust levels according to heat treatment requirements • estimate amounts of materials that can be loaded to maximise space • complete routine measurements of material moisture levels.
Oral communication skills to:	• ask questions and actively listen to clarify contents of work orders.
Reading skills to:	• interpret: • workplace health and safety and other organisational procedures • work orders • manufacturers' instructions and maintenance recommendations.
Writing skills to:	• complete accurate basic records for production outcomes, equipment faults and maintenance requirements.
Planning and organising skills to:	• efficiently and logically sequence the stages of heat treatment processes using work order to guide activities.
Problem-solving skills to:	• identify and dispose of defective materials • identify situations requiring emergency shutdown and respond immediately • recognise faulty equipment and resolve by reporting or rectifying.
Technology skills to:	• select and use appropriate personal protective equipment for oven operation and maintenance tasks • efficiently and safely operate heat treatment ovens.

Range of Conditions

Not Applicable

Unit Mapping Information

FPIWPP3213B Heat treat material

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPWPP3213 Heat treat material

Modification History

Release	Comment
1	Replaces equivalent unit FPIWPP3213B Heat treat material, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards. Assessment requirements now specify the performance and knowledge evidence, as well as assessment conditions for this unit of competency. These sections simplify and replace components used in the previous unit format, including Required Skills and Knowledge, Evidence Guide and Range Statement.

Performance Evidence

A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit. If a specific volume or frequency is not stated below, then evidence must be provided that the following requirements have been performed on at least one occasion:

- operate an oven to heat treat materials in line with individual work orders prescribing different quantities for each job. Materials for treatment include:
  - logs
  - raw boards
  - laminated panels
  - coves
  - board
  - medium density fibreboard
  - plywood
- for each of the above jobs, direct materials to appropriate storage location or to downstream processing
- after each of the above jobs, complete operator maintenance on the oven used.

Knowledge Evidence

A person competent in this unit must be able to demonstrate knowledge of:

- environmental protection practices for operating and maintaining heat treatment ovens:
  - reducing water and energy use
  - cleaning plant, tools and equipment
  - disposing of, recycling and reusing defective materials

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- purpose of heat treating materials
- characteristics of materials, effects of the heat treatment process and appropriate range of temperatures and humidity levels:
  - logs
  - raw boards
  - laminated panels
  - coves
  - board
  - medium density fibreboard
  - plywood
- methods used to visually assess condition of materials and measure moisture content after the treatment process
- typical work flow processes and heat treatment techniques
- typical flow of material supply in and out of the heat treatment area
- purpose, features and operation of equipment used for heat treating materials:
  - standard or controlled humidity type ovens including:
    - temperature and humidity settings
    - water drainage
    - atomising sprays
    - fans
- racks
- different types of lifting equipment which including:
    - fork lifts
    - slings
    - trolley jacks
    - gantry cranes
    - loaders
- moisture probes
- methods used to maintain heat treatment ovens
- organisational procedures specific to heat treating materials:
  - workplace health and safety with particular emphasis on equipment lock out and use of personal protective equipment
  - communication reporting lines
  - recording and reporting process outcomes, equipment faults and maintenance requirements.
  -

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Assessment Conditions

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPWPP3214 Treat paper

Modification History

Release	Comment
1	Replaces equivalent unit FPIWPP3214B Treat paper, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format.

Application

This unit of competency describes the outcomes required to treat paper with resin in readiness for use in the laminating process.

The unit applies to production operators and technicians who treat paper in a forest and wood products factory setting and includes operator maintenance.

No licensing, legislative, regulatory, or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Wood Panel Products

Elements and Performance Criteria

Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.*
1. Prepare for treating	1.1 Review work order and where required check with appropriate personnel. 1.2 Identify type and quantity of paper for treating. 1.3 Select appropriate personal protective equipment and check for operational effectiveness. 1.4 Plan treating processes in line with work order.

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2. Load paper	2.1 Use equipment in line with organisational safety procedures, manufacturer's instructions and environmental protection practices. 2.2 Locate paper rolls and move to loader. 2.3 Complete pre start-up equipment checks to ensure operational effectiveness. 2.4 Thread paper and commence feed process, ensuring minimal paper damage. 2.5 Change rolls when depleted and in line with treatment requirements.
3. Operate treater equipment	3.1 Bring treater to full operating condition, and regularly check operating parameters in line with manufacturer's instructions. 3.2 Run treating line, keeping paper treated with foreign material clear of treating process. 3.3 Check resin parameters regularly and adjust in line with manufacturer's instructions. 3.4 Assess paper regularly, ensuring specified outcomes in line with work order. 3.5 Direct treated paper to storage or processing operations in line with organisational procedures.
4. Fill resin tank	4.1 Shut off resin feed from tanks in line with manufacturer's instructions. 4.2 Wash and drain resin tanks thoroughly in line with environmental protection practices. 4.3 Pump resin from delivery truck to tank, monitor to ensure successful transfer and complete appropriate documentation. 4.4 Wash area surrounding tank clear of any spillage in line with organisational safety procedures and environmental protection practices.
5. Operate effluent system	5.1 Clean effluent tanks regularly in line with environmental protection practices. 5.2 Add settling agents to effluent tanks according to required quantities and allow for settling. 5.3 Remove solids and dispose of in line with organisational safety procedures and environmental protection practices.
6. Complete operator maintenance	6.1 Follow organisational safety procedures to lock out equipment. 6.2 Check treating mechanisms for operational effectiveness. 6.3 Check, adjust and maintain vat and oven temperatures in line with

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	manufacturer's recommendations. 6.4 Dispose of excess resin in line with environmental protection practices. 6.5 Keep machine clear of dust and debris in line with organisational safety procedures. 6.6 Record and report paper treating process, equipment faults and maintenance requirements to appropriate personnel.

Foundation Skills

This section describes those core and employment skills that are essential to performance and are not explicit in the performance criteria.	
Numeracy skills to:	• read basic temperature settings; set and adjust levels according to treatment requirements • calculate the feed rate to optimise quality and quantity of production output • check and adjust resin feed quantities • complete routine calculations to add correct ratio of settling agent to effluent tanks.
Oral communication skills to:	• ask questions and actively listen to clarify contents of work orders.

Reading skills to:	• interpret:
	  • workplace health and safety and other organisational procedures
	  • work orders
	  • safety data sheets
	  • manufacturers' instructions and maintenance recommendations.

Writing skills to:	• complete accurate basic records for deliveries, process outcomes, equipment faults and maintenance requirements.
Planning and organising skills to:	• efficiently and logically sequence the stages of paper treatment processes using work order to guide activities.
Problem-solving skills to:	• recognise faulty equipment and resolve by reporting or rectifying.
Technology skills to:	• select and use appropriate personal protective equipment to operate and maintain paper treatment equipment • efficiently and safely operate and maintain paper treatment

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	equipment.

Range of Conditions

Not Applicable

Unit Mapping Information

FPIWPP3214B Treat paper

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPWPP3214 Treat paper

Modification History

Release	Comment
1	Replaces equivalent unit FPIWPP3214B Treat paper, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format. Assessment requirements now specify the performance and knowledge evidence, as well as assessment conditions for this unit of competency. These sections simplify and replace components used in the previous unit format, including Required Skills and Knowledge, Evidence Guide and Range Statement.

Performance Evidence

A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit. If a specific volume or frequency is not stated below, then evidence must be provided that the following requirements have been performed on at least one occasion:

- complete paper treatment processing in line with individual work orders for each job which prescribe different paper thicknesses and quantities
- for each of the above jobs, direct treated paper to appropriate storage location or to downstream processing
- after each of the above jobs, complete operator maintenance on paper treatment equipment used
- complete refill of resin tanks
- demonstrate cleaning process for effluent tanks.

Knowledge Evidence

A person competent in this unit must be able to demonstrate knowledge of:

- environmental protection practices for paper treatment processes:
  - reducing water and energy use
  - cleaning plant, tools and equipment
  - cleaning spillages and disposing of hazardous substances
- purpose of treating paper
- characteristics of paper, effects of the treatment process and appropriate range of temperatures
- properties, at a basic level of understanding, of resin types used to treat paper
- methods used to assess condition of paper for finish quality and faults

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- typical work flow processes and paper treatment techniques
- typical flow of material supply in and out of the paper treatment area
- purpose, features and operation of equipment used in the paper treatment process:
  - treaters
  - vats
  - ovens
  - resin tanks
  - effluent tanks
- methods used to:
  - safely handle chemicals used in the treatment process
  - pump deliveries of resin
  - clean effluent tanks
  - maintain paper treatment equipment
- organisational procedures specific to treating paper:
  - workplace health and safety with particular emphasis on equipment lock out, use of personal protective equipment and handling hazardous substances
  - communication reporting lines
  - recording and reporting deliveries, process outcomes, equipment faults and maintenance requirements.

Assessment Conditions

The following resources must be made available:

- equipment used in the paper treatment process which must include at least one of the following:
  - treaters
  - vats
  - ovens
  - resin tanks
  - effluent tanks
  - maintenance tools and equipment
- delivery truck loaded with resin
- personal protective equipment suitable for operation and maintenance of paper treatment equipment
- resin
- settling agents
- a diverse commercial range of paper of different thicknesses in roll form
- manufacturers':
  - safety data sheets
  - instructions for equipment use
  - recommendations for maintaining equipment

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- work order with specific instructions for the types and quantity of paper to be treated
- template documents for recording deliveries, process outcomes, equipment faults and maintenance requirements
- recording pest control outcomes
- relevant personnel for the purposes of communicating information
- organisational procedures for treating paper.

Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting.

Assessor requirements

Assessors must:

- hold the appropriate assessor competency standards as outlined in regulations; and
- be able to demonstrate vocational competencies at least to the level being assessed; and
- be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and assessor competence.
-

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPWPP3215 Cut paper

Modification History

Release	Comment
1	Replaces equivalent FPIWPP3215B Cut paper, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format.

Application

This unit of competency describes the outcomes required to cut resin impregnated paper of different thicknesses in roll form to width and length in readiness for lamination processes.

The unit applies to production operators and technicians who cut paper in a forest and wood products factory setting.

No licensing, legislative, regulatory, or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Wood Panel Products

Elements and Performance Criteria

Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.*
1. Prepare for cutting	1.1 Review work order and where required check with appropriate personnel. 1.2 Identify type and quantity of paper to be cut. 1.3 Select appropriate personal protective equipment and check for operational effectiveness. 1.4 Select cutting process and plan in line with work order.

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2. Cut paper	2.1 Use equipment in line with organisational safety procedures, manufacturer's instructions and environmental protection practices. 2.2 Complete pre start-up equipment checks to ensure operational effectiveness. 2.3 Coordinate conveyor and guillotine operation with paper production. 2.4 Select optimal cutting positions to minimise defects and maximise full width sheets. 2.5 Monitor feed rate and conveyors regularly for material flow problems and complete paper cutting. 2.6 Assess paper visually throughout cutting process for strength and defects.
3. Redistribute material	3.1 Direct paper to storage or processing operations in line with work order. 3.2 Dispose of off cuts and defective material in line with environmental protection practices 3.3 Clean work area in line with organisational safety procedures. 3.4 Record and report production outcomes and equipment faults to appropriate personnel.

Foundation Skills

This section describes those core and employment skills that are essential to performance and are not explicit in the performance criteria.	
Numeracy skills to:	• identify quantities of required material within work orders and count amount of paper to be processed • complete basic calculations of required length and width to determine equipment set up.
Oral communication skills to:	• ask questions and actively listen to clarify contents of work orders.

Reading skills to:	• interpret:
	  • workplace health and safety and other organisational procedures
	  • work orders
	  • manufacturers' instructions.

Writing skills to:	• complete accurate basic records for production outcomes and

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	equipment faults.
Planning and organising skills to:	• efficiently and logically sequence the stages of preparation and production using work order to guide activities.

Range of Conditions

Not Applicable

Unit Mapping Information

FPIWPP3215B Cut paper

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPWPP3215 Cut paper

Modification History

Release	Comment
1	Replaces equivalent FPIWPP3215B Cut paper, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format. Assessment requirements now specify the performance and knowledge evidence, as well as assessment conditions for this unit of competency. These sections simplify and replace components used in the previous unit format, including Required Skills and Knowledge, Evidence Guide and Range Statement.

Performance Evidence

A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit. If a specific volume or frequency is not stated below, then evidence must be provided that the following requirements have been performed on at least one occasion:

- complete paper cutting in line with individual work orders prescribing different:
  - thickness of paper
  - width of cut
  - length of cut
  - cutting method
  - quantity to be processed
- for each of the above jobs, direct cut paper to appropriate storage location or to downstream processing.

Knowledge Evidence

A person competent in this unit must be able to demonstrate knowledge of:

- environmental protection practices for forest products factory settings:
  - reducing water and energy use
  - cleaning plant, tools and equipment
  - disposing of, recycling and reusing paper
- typical flow of material supply in and out of the paper cutting area
- typical work flow processes and paper cutting techniques for optimising sheet sizes
- methods used to visually assess condition of paper for strength and typical defects:

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  - incorrect moisture content
  - paper making defects
  - resin impregnating defects
- purpose, features and operation of equipment used to cut paper:
  - electronic guillotines
  - traversing rotary cutters
  - conveyor belt systems
- organisational procedures specific to cutting paper:
  - workplace health and safety with particular emphasis on equipment lock out and use of personal protective equipment
  - communication reporting lines
  - recording and reporting production outcomes and equipment faults.

Assessment Conditions

The following resources must be made available:

- electronic guillotines
- traversing rotary cutters
- personal protective equipment suitable for cutting paper
- a commercial range of resin impregnated paper of different thicknesses in roll form
- manufacturers' instructions for use of equipment
- work order with specific instructions for cutting paper
- relevant personnel for the purposes of communicating information
- template documents for recording production outcomes and equipment faults
- organisational procedures for cutting paper.

Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting.

Assessor requirements

Assessors must:

- hold the appropriate assessor competency standards as outlined in regulations; and
- be able to demonstrate vocational competencies at least to the level being assessed; and
- be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and assessor competence.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPWPP3216 Press material using the daylight process

Modification History

Release	Comment
1	Replaces equivalent unit FPIWPP3216B Press material using the daylight process, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format.

Application

This unit of competency describes the outcomes required to operate a heat driven press system to compress chips, flakes or fibre using the daylight process.

The unit applies to production operators and technicians who press material using the daylight process in a forest and wood products factory setting and includes shutting down and cleaning equipment.

No licensing, legislative, regulatory, or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Wood Panel Products

Elements and Performance Criteria

Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.*
1. Prepare for pressing	1.1 Review work order and where required check with appropriate personnel. 1.2 Select personal protective equipment and check for operational effectiveness. 1.3 Obtain type and quantity of chips, flakes or fibre for pressing.

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	1.4 Select pressing process in line with organisational procedures.
2. Press material	2.1 Use equipment in line with organisational safety procedures, manufacturer's instructions and environmental protection practices. 2.2 Complete pre start-up equipment checks to ensure operational effectiveness. 2.3 Set press cycle times, pressures, temperatures and product parameters for production requirements. 2.4 Monitor pressed material and adjust position, feed rate, mat and press conditions accordingly. 2.5 Complete unload and reload cycles in line with organisational procedures. 2.6 Assess pressed material and thickness changes regularly and adjust former and press set-up to produce quality formed materials. 2.7 Check pressed material production regularly to ensure conformity with size requirements and work order.
3. Unload material	3.1 Open press in line with organisational safety procedures. 3.2 Separate material and forming equipment and remove from press using unloading equipment. 3.3 Load material into cooling receiver, trim check and unload. 3.4 Test material samples to confirm compliance with industry standards and check for defects. 3.5 Dispose of sub-standard material in line with environmental protection practices. 3.6 Transfer finished material for further processing in line with organisational procedures.
4. Shut down and clean equipment	4.1 Coordinate shutdown with other line operators in line with organisational safety procedures. 4.2 Strip and clean blending, press and handling equipment in line with manufacturer's instructions and environmental protection practices. 4.3 Check and clean press bars or stops, plates and screens. 4.4 Keep machine clear of dust and debris in line with organisational safety procedures. 4.5 Record and report production outcomes and equipment faults to appropriate personnel.

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Foundation Skills

This section describes those core and employment skills that are essential to performance and are not explicit in the performance criteria.	
Numeracy skills to:	• identify quantities of required material within work orders and count amounts • read basic numerical machine settings to set temperature, pressure and cycle times • complete routine calculations to determine thickness of pressed materials and trim to specified dimension.
Oral communication skills to:	• ask questions and actively listen to clarify contents of work orders.

Reading skills to:	• interpret:
	  • workplace health and safety and other organisational procedures
	  • work orders
	  • manufacturers' instructions.

Writing skills to:	• complete accurate basic records for production outcomes, equipment faults and maintenance requirements.
Planning and organising skills to:	• efficiently and logically sequence the stages of preparation and production using work order to guide activities.

Range of Conditions

Not Applicable

Unit Mapping Information

FPIWPP3216B Press material using the daylight process

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPWPP3216 Press material using the daylight process

Modification History

Release	Comment
1	Replaces equivalent unit FPIWPP3216B Press material using the daylight process, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format. Assessment requirements now specify the performance and knowledge evidence, as well as assessment conditions for this unit of competency. These sections simplify and replace components used in the previous unit format, including Required Skills and Knowledge, Evidence Guide and Range Statement.

Performance Evidence

A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit. If a specific volume or frequency is not stated below, then evidence must be provided that the following requirements have been performed on at least one occasion:

- compress material using the daylight process in line with individual work orders that prescribe different quantities; types of materials for compression include:
  - chips
  - fibre
  - flakes
- assess formed material for moisture content, weight, thickness, density and defects and adjust forming cycle times, pressures and temperatures to produce quality outputs
- after each of the above jobs, complete operator maintenance to clean equipment.

Knowledge Evidence

A person competent in this unit must be able to demonstrate knowledge of:

- environmental protection practices for forest products factory settings:
  - reducing water and energy use
  - cleaning plant, tools and equipment
  - disposing of, recycling and reusing timber and other waste
- typical flow of material supply in and out of the pressing area
- typical work flow processes and processing techniques used to compress material using formers and a heat driven press system

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- purpose, features and operation of equipment used to press material using the daylight process:
  - daylight process presses driven by steam pressure, including pneumatic or hydraulic loading and unloading equipment
  - pre-presses
  - formers
  - forming equipment:
- mats
- screens
- trays
- plates
  - press bars or stops
  - cooling receivers
  - blending equipment
  - trimming equipment
- appropriate cycle times, pressures and temperatures for the materials that can be compressed:
  - chips
  - fibre
  - flakes
- methods used to assess formed material for moisture content, weight, thickness, density and defects
- features of typical defects in formed materials:
  - surface blemishes
  - discolouration
  - natural timber defects
  - forming deformities
- methods used to strip and clean equipment
- organisational procedures specific to pressing material using the daylight process:
  - workplace health and safety with particular emphasis on equipment lock out and use of personal protective equipment
  - communication reporting lines
  - recording and reporting production outcomes and equipment faults.

Assessment Conditions

The following resources must be made available:

- tools and equipment for pressing material using the daylight process which must include at least one of the following:
  - daylight process presses driven by steam pressure
  - pre-presses

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  - formers
  - forming equipment which must include at least one of the following:
- mats
- screens
- trays
- plates
  - press bars or stops
  - cooling receivers
  - blending equipment
  - trimming equipment
- personal protective equipment suitable for pressing material using the daylight process
- commercial material to be compressed which must include at least one of the following:
  - chips
  - fibre
  - flakes
- manufacturers' instructions for use and cleaning of equipment
- work order with specific instructions for pressing material using the daylight process
- template documents for recording production outcomes and equipment faults
- relevant personnel for the purposes of communicating information
- organisational procedures for pressing material using the daylight process

Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting.

Assessor requirements

Assessors must:

- hold the appropriate assessor competency standards as outlined in regulations; and
- be able to demonstrate vocational competencies at least to the level being assessed; and
- be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and assessor competence.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPWPP3217 Process production effluent

Modification History

Release	Comment
1	Replaces equivalent unit FPIWPP3217B Process production effluent, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format.

Application

This unit of competency describes the outcomes required to operate the effluent plant and distribute waste water to pasture.

The unit applies to production operators and technicians who process production effluent in a forest and wood products factory setting and includes draining and cleaning equipment.

No licensing, legislative, regulatory, or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Wood Panel Products

Elements and Performance Criteria

Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.*
1. Prepare effluent plant	1.1 Select appropriate personal protective equipment and check for operational effectiveness. 1.2 Use equipment in line with organisational safety procedures, manufacturer’s instructions and environmental protection practices. 1.3 Set up pumping lines and check for operational effectiveness. 1.4 Pump treatment solution from mixing tank to effluent line, settling

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	pits and clarifier. 1.5 Run sludge from clarifier and drain water from sludge beds in line with organisational procedures and environmental protection practices.
2. Distribute water to pasture	2.1 Set flow rate and pump water to pasture area. 2.2 Check absorption and pH levels; monitor and adjust flow rate for optimal distribution.
3. Complete operator maintenance	3.1 Follow organisational safety procedures to lock out equipment. 3.2 Drain settling pits and clean to collection point. 3.3 Clean solids from discharge drain and dispose of in line with environmental protection practices. 3.4 Recirculate water from catchment area to irrigation. 3.5 Monitor dam banks for weed and vermin. 3.6 Keep effluent plant area clear of foreign bodies and debris in line with organisational safety procedures. 3.7 Record and report effluent processing and equipment faults to appropriate personnel.

Foundation Skills

This section describes those core and employment skills that are essential to performance and are not explicit in the performance criteria.	
Numeracy skills to:	• measure correct amount of treatment solution required for settling pits and clarifier • complete routine calculations to determine optimal flow rate for water distribution and pH levels.

Reading skills to:	• interpret:
	  • workplace health and safety and other organisational procedures
	  • safety data sheets
	  • manufacturers' instructions.

Writing skills to:	• complete accurate basic records for effluent processing and equipment faults.
Planning and organising skills to:	• efficiently and logically sequence the stages of effluent treatment and water distribution.
Problem-solving skills to:	• identify and dispose of foreign material • recognise faulty equipment and resolve by reporting or

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	rectifying.
Technology skills to:	• select and use appropriate personal protective equipment for processing production effluent • efficiently and safely operate and monitor mechanical pumps used for processing effluent.

Range of Conditions

Not Applicable

Unit Mapping Information

FPIWPP3217B Process production effluent

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPWPP3217 Process production effluent

Modification History

Release	Comment
1	Replaces equivalent unit FPIWPP3217B Process production effluent, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format. Assessment requirements now specify the performance and knowledge evidence, as well as assessment conditions for this unit of competency. These sections simplify and replace components used in the previous unit format, including Required Skills and Knowledge, Evidence Guide and Range Statement.

Performance Evidence

A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit. If a specific volume or frequency is not stated below, then evidence must be provided that the following requirements have been performed on at least one occasion:

- process production effluent over two four hour shifts
- across those two shifts complete these activities:
  - treat production effluent
  - distribute treated water to pasture
  - drain and clean equipment and dispose of solids
  - complete basic written records of process outcomes and equipment faults.

Knowledge Evidence

A person competent in this unit must be able to demonstrate knowledge of:

- applicable commonwealth, state, territory or local government regulations relevant to effluent discharge
- environmental protection practices for processing production effluent:
  - reducing energy use
  - distributing treated water with appropriate levels of acidity and alkalinity
  - monitoring presence of weeds and vermin
  - disposing of solids and hazardous substances
- purpose of treating effluent and distributing water to pasture
- typical work flow processes and effluent treatment techniques

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- properties, at a basic level of understanding, of treatment solutions used in effluent treatment
- range of acceptable levels of acidity and alkalinity in processed effluent to minimise environmental impacts on the local area
- purpose, features and operation of equipment used to process production effluent:
  - pumping lines
  - mixing tanks
  - effluent line settling pits
  - clarifiers
  - sludge beds
- methods used to:
  - safely handle chemicals used in the treatment process
  - drain and clean equipment
- organisational procedures specific to processing production effluent:
  - workplace health and safety with particular emphasis on equipment lock out, use of personal protective equipment and handling hazardous substances
  - communication reporting lines
  - recording and reporting process outcomes and equipment faults.

Assessment Conditions

The following resources must be made available:

- effluent processing and water distribution plant including:
  - pumping lines
  - mixing tanks
  - effluent line settling pits
  - clarifiers
  - sludge beds
- personal protective equipment suitable for processing production effluent
- treatment solution
- manufacturers':
  - safety data sheets
  - instructions for equipment use
  - recommendations for draining and cleaning equipment
- template documents for recording process outcomes and equipment faults
- relevant personnel for the purposes of communicating information
- organisational procedures for processing production effluent.

Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting.

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Assessor requirements

Assessors must:

- hold the appropriate assessor competency standards as outlined in regulations; and
- be able to demonstrate vocational competencies at least to the level being assessed; and
- be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and assessor competence.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPWPP3218 Plan and coordinate machining of panels

Modification History

Release	Comment
1	Replaces equivalent unit FPIWPP3218B Plan and coordinate machining of panels, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format.

Application

This unit of competency describes the outcomes required to manage operational logistics for panel machining activities which includes planning cutting patterns and schedules for operators.

The unit applies to production operators and technicians who plan and coordinate machining of panels in a forest and wood products factory and also involves monitoring and evaluating processes and problems to determine and recommend improvements.

No licensing, legislative, regulatory, or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Wood Panel Products

Elements and Performance Criteria

Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.*
1. Plan machining operations	1.1 Interpret production orders and plan production of panel types and sizes. 1.2 Develop panel machining schedules to ensure optimum production outcomes.

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	1.3 Plan and document cutting patterns to maximise output and minimise wastage. 1.4 Communicate all information to operators in line with organisational procedures
2. Coordinate panel cutting operations	2.1 Identify and record variations in panel condition and report to operators. 2.2 Assist operators to resolve machining problems. 2.3 Monitor panel cutting processes; assess effectiveness of cutting pattern and ability to maintain schedule. 2.4 Modify cutting patterns and schedules to ensure optimum performance and communicate changes to operators. 2.5 Ensure machined panels are directed to designated area for storage or transferred for further processing. 2.6 Direct processes for rejecting and disposing of sub-standard machined panels and off-cuts in line with organisational safety procedures and environmental protection practices. 2.7 Complete and maintain operating logs and cutting records in line with organisational procedures. 2.8 Investigate and record major processing and equipment faults and resolve or report to appropriate personnel.
3. Evaluate machining performance	3.1 Monitor and evaluate panel cutting operations and output to determine process improvements. 3.2 Analyse systematic problems with equipment and panel quality for potential to improve machining processes. 3.3 Document recommended process improvements and communicate to appropriate personnel in line with organisational procedures.

Foundation Skills

This section describes those core and employment skills that are essential to performance and are not explicit in the performance criteria.	

Numeracy skills to:	• complete calculations to determine:
	  • panel amounts required to satisfy production orders
	  • optimum volume return from panels
	  • machining schedules considering human and equipment resource capacity.
	• complete routine production records involving dimensions, panel

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	profiles and quantities tallied against work orders. • analyse machining process data to measure performance of cutting operations.

Oral communication skills to:	• provide clear and unambiguous information to operators about:
	  • initial and changing cutting patterns and schedules
	  • requirements to dispose of sub-standard panels and off-cuts.

Reading skills to:	• interpret production orders.

Writing skills to:	• develop documents in a style and format easily understood by others:
	  • cutting patterns and schedules
	  • reports on systematic issues with machining processes, potential process improvements including rationale for recommendations
	• complete accurate basic records of cutting output and equipment faults.

Planning and organising skills to:	• source, collect and organise data to inform cutting schedules and process improvement reports • efficiently and logically manage operational logistics for machining activities.
Problem-solving skills to:	• assess machining processes during operation and take quick action to modify schedules to resolve output problems • investigate equipment faults, consider systematic issues and resolve • analyse production problems, consider various solutions and determine process improvements.
Teamwork skills to:	• take responsibility for coordinating a team of operators for effective machining operations.
Technology skills to:	• monitor and evaluate the operational effectiveness of machining equipment • use a computer, keyboard and software to prepare cutting patterns, machining schedules, and reports.

Range of Conditions

Not Applicable

Unit Mapping Information

FPIWPP3218B Plan and coordinate machining of panels

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPWPP3218 Plan and coordinate machining of panels

Modification History

Release	Comment
1	Replaces equivalent unit FPIWPP3218B Plan and coordinate machining of panels, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format. Assessment requirements now specify the performance and knowledge evidence, as well as assessment conditions for this unit of competency. These sections simplify and replace components used in the previous unit format, including Required Skills and Knowledge, Evidence Guide and Range Statement.

Performance Evidence

A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit. If a specific volume or frequency is not stated below, then evidence must be provided that the following requirements have been performed on at least one occasion:

- plan and coordinate panel machining operations for production jobs in line with different production orders for each job
- determine, document and communicate cutting patterns and schedules for each of the above jobs
- assess panel output during machining operations for:
  - size
  - volume recovery
  - quality finish
  - dimensional consistency
- monitor, assess and modify schedules in response to changing circumstances within each of the above production jobs
- complete operating logs and cutting records for each of the above production jobs
- complete a detailed report about systematic issues arising across the jobs covering problems with processes, equipment and panels including recommendations for process improvements.

Knowledge Evidence

A person competent in this unit must be able to demonstrate knowledge of:

- environmental protection practices for machining panels:

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  - reducing water and energy use
  - disposing of, recycling and reusing timber and other waste
- operational capacity of panel machining equipment
- stages of the panel machining process
- typical flow of panel supply in and out of the machining area
- range of cutting patterns used on panels to achieve maximum output
- methods of determining cutting schedules to maximise:
  - equipment and labour use
  - volume return from panels
  - efficient handling of panels to be machined
- typical timber panel defects and how they affect ability to produce quality machined panels:
  - warp
  - wane
  - cupping
  - shakes
  - insect defects
  - knots
  - resin pockets
- methods used to:
  - assess panel cutting processes for quality of outcomes
  - diagnose and analyse systematic problems with equipment and panels
- format, content and use of:
  - cutting pattern documents
  - cutting schedules
  - operating logs and cutting records
  - process improvement reports
- organisational procedures specific to planning and coordinating panel machining operations:
  - communication reporting lines for operator team members and self
  - documenting cutting patterns, schedules and reports
  - recording and reporting systematic equipment faults.
  -

Assessment Conditions

The following resources must be made available:

- computers, keyboards, printers and software used to prepare planning and production documents
- machining production line with a continuous conveyor belt system
- saws which must include at least one of the following:

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  - manually controlled docking and trimming saws
  - band saws
  - bench saws
  - panel saws
  - saws with adjustable angle
  - saws with one or multiple blades
  - table saws
- personal protective equipment suitable for coordinating machining production lines
- panels of various dimensions which must include one or more of the following:
  - laminated
  - veneered
  - plywood
  - chipboard
  - fibreboard
  - medium density fibreboard
- templates for:
  - cutting pattern documents
  - cutting schedules
  - operating logs and cutting records
  - process improvement reports
  - records for equipment faults
- production order for panels with specific instructions for sizes, shapes or profiles
- organisational procedures for planning and coordinating panel machining operations
- a team of operators with whom the individual can interact.

Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting. Machining operations must be present in order that the individual can monitor, assess and modify schedules in response to changing circumstances.

Assessor requirements

Assessors must:

- hold the appropriate assessor competency standards as outlined in regulations; and
- be able to demonstrate vocational competencies at least to the level being assessed; and
- be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and assessor competence.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPWPP3219 Blend and test binding mixes

Modification History

Release	Comments
Release 2	This version released with FWP Forest and Wood Products Training Package Version 4.0.
Release 1	This version replaces equivalent unit FPIWPP3219B Blend and test binding mixes, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2.

Application

This unit of competency describes the skills and knowledge required to blend and test binding mixes used in the production of engineered wood panels.

The unit applies to individuals who work as production operators and technicians in an engineered wood panel facility. Operators generally work under broad or limited direction to complete routine activities related to their own work, and take responsibility for their work.

All work must be carried out to comply with workplace procedures, according to state/territory health and safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Wood Panel Products

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for blending binding mix	1.1 Review work order, workplace health and safety requirements, environmental protection practices and emergency procedures for blending binding mix and, where required, check with appropriate personnel 1.2 Identify and report hazards and use personal protective equipment according to workplace requirements and health and safety legislation to maintain safe work practices 1.3 Obtain the type and quantity of binding mix for blending from storage 1.4 Select and plan blending process according to work order
2. Set up equipment and blend binding mix	2.1 Use equipment according to workplace health and safety procedures, manufacturer instructions and environmental protection practices 2.2 Set blend cycles according to work order 2.3 Measure ingredients and additives and blend to ensure minimum wastage 2.4 Transfer blend to appropriate storage location or production equipment through transfer lines without contamination 2.5 Monitor rate of including additives and, where required, adjust pumps
3. Test binding mix results	3.1 Test blend samples regularly, checking tack and adhesion properties 3.2 Interpret test results and, where required, adjust blend to achieve desired properties 3.3 Reject and dispose of incorrect blend according to environmental protection practices
4. Maintain and clean equipment	4.1 Clean blending, storage and transfer equipment according to workplace health and safety procedures 4.2 Turn off pumps and flush equipment according to manufacturer instructions 4.3 Dispose of excess blended material and additives according to environmental protection practices 4.4 Store equipment and ingredients according to workplace health and safety procedures

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	4.5 Record and report production outcomes and equipment faults to appropriate personnel

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret safety data sheets
Numeracy	• Identify the quantity of ingredients to meet work order production requirements, and counts amounts • Calculate routine mixing ratios for blends • Interpret numerical data from binding mix test samples
Navigate the world of work	• Understand main tasks, responsibilities and boundaries of own role
Interact with others	• Use modes of communication suitable for the purpose to confirm and clarify understanding
Get the work done	• Recognise and respond to routine problems

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FWPWPP3219 Blend and test binding mixes Release 2	FWPWPP3219 Blend and test binding mixes Release 1	Updated industry terminology, workplace health and safety requirements and foundation skills; clarified the intent of the unit and assessment requirements.	Equivalent unit

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Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPWPP3219 Blend and test binding mixes

Modification History

Release	Comments
Release 2	This version released with FWP Forest and Wood Products Training Package Version 4.0.
Release 1	This version replaces equivalent unit FPIWPP3219B Blend and test binding mixes, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2.

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit. There must be evidence that, on at least one occasion, the individual has:

- followed workplace health and safety requirements and environmental protection procedures for blending binding mix used in the production of engineered wood panels
- prepared binding mixes for one or more of the following types of materials according to individual work orders that prescribe varying quantities of ingredients:
  - chips
  - flakes
  - fibre
- demonstrated use of water- and resin-based glues
- taken samples and test mix for types of properties that include:
  - mix quantities
  - viscosity
  - colour
  - spread
  - tack
  - cured bond strength
  - setting speed
  - how weather conditions may be affecting the process.

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Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- health and safety hazards or risks related to blending binding mix for the production of engineered wood products as identified through risk assessments, manufacturer technical information, regulations and industry health and safety guides
- workplace procedures specific to blending and testing mixes:
  - health and safety, with particular emphasis on equipment lockout, emergency procedures, use of personal protective equipment (PPE) and handling hazardous substances according to safety data sheets
  - use of equipment for blending binding mix
  - communication reporting lines
  - recording and reporting production outcomes and equipment faults
- environmental protection practices for blending and testing binding mixes:
  - reducing water and energy use
  - cleaning plant, tools and equipment
  - disposing of hazardous substances
- storage layout and categories for:
  - raw materials
  - finished mixes
- typical flow of material supply in and out of the mixing area
- typical workflow processes for blending and testing binding mixes
- properties, at a basic level of understanding, of ingredients and their uses:
  - rubber-based adhesives
  - polyvinyl acetate
  - epoxy resins and formaldehydes
  - chips
  - flakes or fibre
  - hardeners
  - softeners
  - accelerants
  - decelerators
  - dyes
- effects of weather conditions on blending processes
- methods used to:
  - blend binding mix
  - test samples of the mix
  - safely store glue and additives
- purpose, features, operation and basic non-specialist maintenance of mixing systems used to blend binding mix:

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- mixers with manually controlled feed
- mixers with pre-programmed mix quantities.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - blending system with transfer pumps
  - personal protective equipment suitable for blending and testing mixes
  - ingredients for binding mix including chips, flakes or fibre
- specifications:
  - recipes for mixing ingredients
  - manufacturer safety data sheets, instructions for equipment use and recommendations for maintaining equipment
  - work order with specific instructions for blending binding mixes
  - template documents for recording production outcomes and equipment faults
  - workplace procedures for blending and testing mixes, including health and safety and emergency procedures and environmental protection procedures.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPWPP3220 Plan and coordinate panel painting

Modification History

Release	Comment
1	Replaces equivalent FPIWPP3220B Plan and coordinate panel painting, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format.

Application

This unit of competency describes the outcomes required to manage operational logistics for the roller coating, curtain coating and spray painting lines.

The unit applies to production operators and technicians who plan and coordinate panel painting in a forest and wood products setting and also involves monitoring and evaluating processes and problems to determine improvements.

No licensing, legislative, regulatory, or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Wood Panel Products

Elements and Performance Criteria

Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.*
1. Plan painting operations	1.1 Review and interpret work orders to determine production requirements. 1.2 Develop painting schedules and communicate to operators in line with organisational procedures. 1.3 Plan and schedule equipment settings and operations. 1.4 Plan and prescribe control measures to minimise waste of paint and

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	additives. 1.5 Identify, monitor and assess variations in paint mixtures.
2. Coordinate painting operations	2.1 Direct operators to load and unload painting equipment. 2.2 Coordinate paint application and curing processes and monitor for quality finish and completion rates. 2.3 Check paint line performance and interpret data to ensure accuracy and intended coverage. 2.4 Modify schedules to ensure optimum and cost effective production outcomes and communicate changes to operators. 2.5 Coordinate the disposal of excess paint in line with environmental protection practices. 2.6 Direct correct processes for cleaning painting equipment to ensure compliance with organisational safety procedures and environmental protection practices. 2.7 Investigate, record and report major processing and equipment faults and resolve or report to appropriate personnel
3. Evaluate and modify painting processes.	3.1 Monitor and evaluate painting operations and output to determine process improvements. 3.2 Analyse systematic problems with plant, equipment, paints and panels for potential to improve painting processes. 3.3 Document recommended process improvements, communicate to appropriate personnel and seek approval. 3.4 Trial new processes, document outcomes and introduce appropriate system changes.

Foundation Skills

This section describes those core and employment skills that are essential to performance and are not explicit in the performance criteria.	

Numeracy skills to:	• complete calculations to determine:
	  • paint amounts required to satisfy work orders
	  • optimum volume return from paint
	  • painting schedules considering human and equipment resource capacity.
	• analyse painting process data to measure paint line performance.

Oral communication	• provide clear and unambiguous information to operators about:

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skills to:	• initial and changing painting schedules • requirements to dispose of excess paint and clean equipment.
Reading skills to:	• interpret work orders.

Writing skills to:	• develop comprehensive documents in a style and format easily understood by others:
	  • painting schedules
	  • reports on systematic issues with painting processes, potential process improvements including rationale for recommendations
	• complete accurate basic records of equipment faults.

Planning and organising skills to:	• source, collect and organise data to inform painting schedules and process improvement reports • efficiently and logically manage operational logistics for painting activities.
Problem-solving skills to:	• assess painting processes during operation and take quick action to modify schedules to resolve output problems • investigate major equipment faults, consider systematic issues and resolve • analyse production problems, consider various solutions and determine process improvements.
Teamwork skills to:	• take responsibility for coordinating a team of operators for effective painting operations.
Technology skills to:	• monitor and evaluate the operational effectiveness of painting equipment • use a computer, keyboard and software to prepare painting schedules, and reports.

Range of Conditions

Not Applicable

Unit Mapping Information

FPIWPP3220B Plan and coordinate panel painting

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPWPP3220 Plan and coordinate panel painting

Modification History

Release	Comment
1	Replaces equivalent FPIWPP3220B Plan and coordinate panel painting, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format. Assessment requirements now specify the performance and knowledge evidence, as well as assessment conditions for this unit of competency. These sections simplify and replace components used in the previous unit format, including Required Skills and Knowledge, Evidence Guide and Range Statement.

Performance Evidence

A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit. If a specific volume or frequency is not stated below, then evidence must be provided that the following requirements have been performed on at least one occasion:

- plan and coordinate panel painting operations for production jobs in line with different work orders for each job
- determine, document and communicate painting schedules for each of the above jobs
- monitor, assess and modify schedules in response to changing circumstances within each of the above production jobs
- complete a detailed report about systematic issues arising across the jobs covering problems with processes, plant, equipment, paints and panels including recommendations for process improvements.
-

Knowledge Evidence

A person competent in this unit must be able to demonstrate knowledge of:

- environmental protection practices for painting panels:
  - reducing water and energy use
  - cleaning plant, tools and equipment
  - disposing of hazardous substances
- operational capacity of and cleaning requirements for painting production lines:
  - roller coating lines
  - spray booths

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    - curtain coating lines
- stages in the painting production line process
- methods of determining painting schedules to maximise:
    - equipment and labour use
    - volume return from paint
    - efficient handling of panels to be painted
- control measures to minimise waste of paint and additives
- methods used to:
    - assess painting processes for quality of outcomes
    - diagnose and analyse systematic problems with plant, equipment, paints and panels
- format, content and use of:
    - painting schedules
    - process improvement reports
- organisational procedures specific to planning and coordinating panel painting operations:
    - communication reporting lines for paint operator team members and self
    - documenting painting schedules and reports
    - recording and reporting systematic equipment faults.
    -

Assessment Conditions

The following resources must be made available:

- computers, keyboards, printers and software used to prepare planning and production documents
- painting production lines
- personal protective equipment suitable for coordinating painting lines
- panels which must include at least one of the following:
    - medium density fibreboard
    - chipboard
    - fibreboard
    - plywood
- paint which must include at least one of the following:
    - water based
    - oil based
    - solvent based
- template:
    - painting schedules
    - process improvement reports
    - records for equipment faults
- work order with specific instructions for painting panels
- organisational procedures for planning and coordinating panel painting operations

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- a team of operators with whom the individual can interact
- relevant personnel for the purposes of communicating information

Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting. Painting operations must be present in order that the individual can monitor, assess and modify schedules in response to changing circumstances.

Assessor requirements

Assessors must:

- hold the appropriate assessor competency standards as outlined in regulations; and
- be able to demonstrate vocational competencies at least to the level being assessed; and
- be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and assessor competence.
-

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPWPP3222 Press laminated ply

Modification History

Release	Comment
1	Replaces equivalent unit FPIWPP3222B Press laminated ply, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format.

Application

This unit of competency describes the outcomes required to set up, operate and shut down hot and cold presses as well as their combined operation used to press laminated ply.

The unit applies to production technicians and operators who press laminated ply in a forest and wood products factory setting.

Licensing, legislative, regulatory, or certification requirements apply to this unit in some states and territories at the time of publication, and may differ according to jurisdiction.

Pre-requisite Unit

Nil

Unit Sector

Wood Panel Products

Elements and Performance Criteria

Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.*
1. Prepare for pressing.	1.1 Review and check work order with appropriate personnel. 1.2 Identify hazards and control risk in the work area. 1.3 Acquire type and quantity of ply to be pressed from the assembly process. 1.4 Conduct pre-start checks on equipment in line with manufacturer's recommendations and site requirements.

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	1.5 Select pressing process in line with site procedures. 1.6 Communicate with relevant personnel as required, to ensure safety and production requirements are met.
2. Operate, monitor and report pressing process.	2.1 Set and adjust press cycle times, pressures, temperatures and product parameters to meet production requirements. 2.2 Assess assembled ply and check tack level before loading with defective assemblies returned for reworking. 2.3 Operate and monitor hot or cold press to press boards in line with site requirements. 2.4 Perform unload and reload cycles. 2.5 Regularly assess pressed and finished ply and action necessary changes to assembly and pressing processes. 2.6 Dispose of sub-standard pressed ply in line with site procedures and environmental requirements. 2.7 Record and report pressing process and equipment faults to appropriate personnel.
3. Unload, maintain and load press.	3.1 Open press in line with operating procedures. 3.2 Separate and remove ply and plates. 3.3 Load ply into transport or storage racks for cooling. 3.4 Monitor plate condition during unloading, clean and spray with release agent and remove defective plates for repair. 3.5 Stack assembled ply, plates and overlay panels in press to specified height or number and squareness. 3.6 Transfer finished ply for further processing in line with site requirements.

Foundation Skills

This section describes those core and employment skills that are essential to performance and are not explicit in the performance criteria.	
Numeracy skills to:	• interpret instruments, gauges and data recording equipment.
Reading skills to:	• interpret safety data sheets (SDS) • monitor process information displayed on screens
Writing skills to:	• maintain documentation (log activity) • record quality outcomes.

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Range of Conditions

Not Applicable

Unit Mapping Information

FPIWPP3222B Press laminated ply.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPWPP3222 Press laminated ply

Modification History

Release	Comment
1	Replaces equivalent unit FPIWPP3222B Press laminated ply, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format. Assessment requirements now specify the performance and knowledge evidence, as well as assessment conditions for this unit of competency. These sections simplify and replace components used in the previous unit format, including Required Skills and Knowledge, Evidence Guide and Range Statement.

Performance Evidence

A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit. If a specific volume or frequency is not stated below, then evidence must be provided that the following requirements have been performed on at least one occasion:

- identify hazards and control risks in the work area
- operate hot and cold pressing equipment to produce laminated ply according to safe work procedure:
  - set parameters
  - load press
  - unload press
  - restart press cycle
- monitor quality of pressed and finished ply and adjust pressing process
- dispose of sub-standard ply according to site and environmental protection requirements
- inspect plates for faults and remove defective plates for repair
- record and report pressing process according to workplace procedure
- redistribute material on site using designated equipment according to workplace procedures.

Knowledge Evidence

A person competent in this unit must be able to demonstrate knowledge of:

- safe work procedure for pressing ply
- environmental protection requirements relevant to safe disposal or re-use of waste material
- procedures for identifying and controlling hazards and risks associated with pressing ply

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- laminated ply characteristics
- hot, cold and combination pressing methods
- storage areas for cooling ply
- procedures for identifying and rectifying faults during the pressing process
- procedures for identifying signs of defective pressing plates
- procedures for equipment lock-out
- procedures for recording and reporting pressing process and faults
- procedures for transferring finished ply
- procedures for removing and cleaning press plates.
-

Assessment Conditions

The following resources must be made available:

- work order
- hot or cold press
- release agent
- ply
- overlay panels
- relevant personnel for the purposes of communicating information
- documents, spreadsheets and commonly used proforma documents
- personal protective equipment:
  - safety glasses
  - protective footwear
  - high visibility clothing

Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting.

Assessor requirements

Assessors must:

- hold the appropriate assessor competency standards as outlined in regulations; and
- be able to demonstrate vocational competencies at least to the level being assessed; and
- be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and assessor competence.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPWPP3223 Immunise veneer

Modification History

Release	Comment
1	Replaces equivalent unit FPIWPP3223B Immunise veneer, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format.

Application

This unit of competency describes the outcomes required to plan and prepare a veneer immunisation process, treat veneer for protection against insects, pack veneer and report information.

The unit applies to production technicians and operators who immunise veneer in a forest and wood products factory setting.

Licensing, legislative, regulatory, or certification requirements apply to this unit in some states and territories at the time of publication, and may differ according to jurisdiction.

Pre-requisite Unit

Nil

Unit Sector

Wood Panel Products

Elements and Performance Criteria

Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.*
1. Prepare for veneer immunisation.	1.1 Work order is reviewed and checked with appropriate personnel 1.2 Identify hazards and control risk according to site procedures. 1.3 Retrieve from storage location and assess type and quantity

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	of veneer to be immunised. 1.4 Check equipment for operational effectiveness in line with manufacturer's recommendations. 1.5 Plan immunising process in line with site procedures. 1.6 Communicate plan with relevant personnel in line with site requirements.
2. Prepare chemicals and perform veneer immunisation process.	2.1 Access and prepare type and quantity of chemicals and solutions to be used. 2.2 Operate ancillary equipment used to add chemical solutions in line with operating procedures. 2.3 Regularly test samples of solution in line with standard operating procedures. 2.4 Plan load and unload cycles to provide selected treatment and drainage time for veneer. 2.5 Load and unload veneer from solution tanks in line with standard operating procedures. 2.6 Operate transfer equipment to shift veneer and visually assess treated veneer to establish modifications required to treatment process. 2.7 Monitor drainage of treated veneer to ensure even drying.
3. Reject or pack and label veneer panels and report information.	3.1 Reject and dispose of, recycle or re-use veneer panels with a failed immunisation process, in line with site procedures and environmental requirements. 3.2 Pack and label dried veneer panels in line with standard operating procedures. 3.3 Record and report veneer immunising process and equipment faults to appropriate personnel.
4. Clean up and store chemicals.	4.1 Perform veneer immunisation clean up in line with safe work procedures. 4.2 Check condition of treating mechanisms and rectify if required. 4.3 Clear treatment area of dust, shavings and debris in line with site requirements. 4.4 Store chemicals in line with statutory requirements.

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Foundation Skills

This section describes those core and employment skills that are essential to performance and are not explicit in the performance criteria.	
Numeracy skills to:	• measure chemical quantities • set numerical data
Reading skills to:	• interpret safety data sheets (SDS) • monitor process information displayed on screens
Writing skills to:	• log veneer process information • complete shift change-over reports

Range of Conditions

Not Applicable

Unit Mapping Information

FPIWPP3223B Immunise veneer.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPWPP3223 Immunise veneer

Modification History

Release	Comment
1	Replaces equivalent unit FPIWPP3223B Immunise veneer, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format. Assessment requirements now specify the performance and knowledge evidence, as well as assessment conditions for this unit of competency. These sections simplify and replace components used in the previous unit format, including Required Skills and Knowledge, Evidence Guide and Range Statement.

Performance Evidence

A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit. If a specific volume or frequency is not stated below, then evidence must be provided that the following requirements have been performed on at least one occasion:

- prepare the work area for the veneer immunisation process according to work health and safety (WHS) requirements and site requirements
- prepare chemicals and immunise veneer according to standard operating procedure
- load and unload at least three cycles of veneer
- visually assess immunised veneer for faults and dispose of according to standard operating procedure and environmental requirements
- record veneer immunisation process and faults according to workplace procedures
- store chemicals according to statutory requirements.

Knowledge Evidence

A person competent in this unit must be able to demonstrate knowledge of:

- procedures for environmental protection requirements, including the safe disposal of waste material, the safe use and storage of chemicals and safe cleaning of plant and work area
- safe work procedures for immunising veneer
- hazards and risks associated with immunising veneer and how to control them according to hierarchy of risk control
- veneer immunising techniques
- procedures for fault finding during visual inspection of veneer to determine suitability for packing

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- safety data sheets relevant to chemicals used to immunise veneer
- characteristics of veneer (quarter sawn, back sawn, radial/rotary sawn)
- storage locations and stock rotation positions
- procedures for packing and labelling dried veneer panels
- procedures for checking condition of treating mechanisms
- procedures for recording and reporting veneer immunisation process and faults using manual or electronic recording systems
- procedures for equipment lock-out
- statutory requirements for the safe storage and handling of chemicals.

Assessment Conditions

The following resources must be made available:

- work order
- chemicals or chemical solutions used to immunise veneer which must include one or more of the following:
  - insecticides
  - solvents
  - preservative oils
  - waterborne preservatives
- types of veneers including quarter sawn, back sawn or radial/rotary sawn
- equipment used to immunise veneer: chemical solution tanks, chemical mixing and transfer equipment, veneer transfer equipment
- documents, spreadsheets and commonly used proforma documents
- relevant personnel for the purposes of communicating information
- personal protective equipment:
  - safety glasses
  - protective footwear
  - high visibility clothing.

Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting.

Assessor requirements

Assessors must:

- hold the appropriate assessor competency standards as outlined in regulations; and
- be able to demonstrate vocational competencies at least to the level being assessed; and
- be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and assessor competence.

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FWPWPP3224 Profile sand products

Modification History

Release	Comment
1	Replaces equivalent unit FPIWPP3224B Profile sand products, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format.

Application

This unit of competency describes the outcomes required to profile sand surfaces of curved or shaped products to achieve a smooth surface.

The unit applies to production technicians and operators that profile sanding products in a forest and wood products factory setting.

Licensing, legislative, regulatory, or certification requirements apply to this unit in some states and territories at the time of publication, and may differ according to jurisdiction.

Pre-requisite Unit

Nil

Unit Sector

Wood Panel Products

Timber Manufactured Products

Elements and Performance Criteria

Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.*
1. Plan and prepare for sanding.	1.1 Review and check work order with relevant personnel. 1.2 Identify hazards and control risk according to site procedures. 1.3 Retrieve type and quantity of profiles to be sanded from the production process. 1.4 Check equipment for operational effectiveness in line with

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	manufacturer's recommendations, using an inspection checklist. 1.5 Plan sanding process in line with site procedures. 1.6 Communicate plan with relevant personnel according to site procedures.
2. Sand profiles and report faults.	2.1 Set sanding profile and feed rate for optimal smoothing of product and adjust to suit varying products. 2.2 Perform profile sanding in line with site requirements. 2.3 Regularly check and clean dust extraction equipment to avoid blockages. 2.4 Visually assess product quality to ensure specified outcome has been achieved. 2.5 Remove and replace worn sanding medium as required. 2.6 Reject and dispose of products with sanding defects in line with site procedures and environmental requirements. 2.7 Record and report sanding process and equipment faults to appropriate personnel.
3. Grade and distribute products and clean up.	3.1 Grade products in line with site requirements and industry standards. 3.2 Move material to storage or processing operations in line with site requirements. 3.3 Clean work area in line with site requirements.

Foundation Skills

This section describes those core and employment skills that are essential to performance and are not explicit in the performance criteria.	
Numeracy skills to:	• set and adjust parameters on equipment • use grading codes

Range of Conditions

Not Applicable

Unit Mapping Information

FPIWPP3224B Profile sand products.

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Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPWPP3224 Profile sand products

Modification History

Release	Comment
1	Replaces equivalent unit FPIWPP3224B Profile sand products, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format. Assessment requirements now specify the performance and knowledge evidence, as well as assessment conditions for this unit of competency. These sections simplify and replace components used in the previous unit format, including Required Skills and Knowledge, Evidence Guide and Range Statement.

Performance Evidence

A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit. If a specific volume or frequency is not stated below, then evidence must be provided that the following requirements have been performed on at least one occasion:

- control risk in the work environment
- safely and efficiently profile sand products in line with workplace requirements using profile sanding machinery
- set profile sanding parameters for different products
- clean dust extraction equipment
- remove and replace sanding mediums
- visually assess product quality and dispose of defective products
- grade products in preparation for distribution
- distribute products on-site using designated equipment.

Knowledge Evidence

A person competent in this unit must be able to demonstrate knowledge of:

- site standards, workplace requirements and safe work procedures for profile sanding products
- hazards and risks associated with the profile sanding process, and how to control them
- different sanding techniques suited to different products with varying characteristics and profile types
- characteristics of timber and panels
- procedures for visually inspecting product quality and identifying defects

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- procedures for disposal of defective products according to environmental guidelines
- distribution procedures following profile sanding operations
- established communication channels and protocols
- procedures for the use, operation and maintenance of tools and equipment used to profile sand products
- procedures for recording and reporting sanding process and equipment faults
- procedures for cleaning the work area.

Assessment Conditions

The following resources must be made available:

- work order
- profile sanding machine
- sanding medium: sandpaper, emery cloth, sanding belt
- transferral equipment
- timber products which must include one or more of the following:
  - solid timber/moulded panel strips
  - building components
  - furniture components
  - bench tops
  - shaped panels
  - articles with moulded or shaped edges/surfaces
- relevant personnel for the purposes of communicating information
- documents, spreadsheets and commonly used proforma documents
- personal protective equipment:
  - safety glasses
  - protective footwear
  - high visibility clothing.

Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting.

Assessor requirements

Assessors must:

- hold the appropriate assessor competency standards as outlined in regulations; and
- be able to demonstrate vocational competencies at least to the level being assessed; and
- be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and assessor competence.

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FWPWPP3225 Produce profile sanding shoes and wheels

Modification History

Release	Comment
1	Replaces equivalent unit FPIWPP3225B Produce profile sanding shoes and wheels, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format.

Application

This unit of competency describes the outcomes required to produce profile sanding shoes and wheels that match the product profile to be sanded.

The unit applies to production technicians and operators that produce profile sanding shoes and wheels in a forest and wood products factory setting.

Licensing, legislative, regulatory, or certification requirements apply to this unit in some states and territories at the time of publication, and may differ according to jurisdiction

Pre-requisite Unit

Nil

Unit Sector

Wood Panel Products

Timber Manufactured Products

Elements and Performance Criteria

Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.*
1. Prepare for production.	1.1 Review and check work order with appropriate personnel. 1.2 Identify hazards and control risk in the work area according to work health and safety (WHS) requirements. 1.3 Retrieve from stock, type and quantity of blanks for shoes and

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	wheels to be produced. 1.4 Conduct pre-start checks on equipment in line with manufacturer's recommendations and site requirements. 1.5 Plan production process in line with site procedures. 1.6 Communicate plan with others as required, to ensure safety and production requirements are met, in line with site procedures.
2. Produce shoes and wheels.	2.1 Produce template from tin or other metal plate to match profile. 2.2 Position shoe or wheel in machine and shape in line with template, stopping regularly to check shaping with template. 2.3 Label wheels or shoes to follow profile. 2.4 Install wheels or shoes into profile sander in preparation for profile sanding operations. 2.5 Reject and dispose of templates with defects in line with site procedures and environmental requirements. 2.6 Record and report production process and equipment faults to appropriate personnel.
3. Conduct operator maintenance.	3.1 Follow equipment lock-out procedures in line with site procedures. 3.2 Check and maintain condition of shoe or wheel shaping equipment. 3.3 Check shaper cutters for blunt or damaged condition and sharpen as required. 3.4 Clean tool room and clear of waste in line with site procedures.

Foundation Skills

This section describes those core and employment skills that are essential to performance and are not explicit in the performance criteria.	
Numeracy skills to:	• set and adjust parameters on profile sanding equipment.
Reading skills to:	• read manual or computer-based information: production, quality, maintenance information.
Writing skills to:	• record equipment inspection and maintenance information (checklists, fault reports) • complete log book requirements (manual or electronic).

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Range of Conditions

Not Applicable

Unit Mapping Information

FPIWPP3225B Produce profile sanding shoes and wheels.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPWPP3225 Produce profile sanding shoes and wheels

Modification History

Release	Comment
1	Replaces equivalent unit FPIWPP3225B Produce profile sanding shoes and wheels, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format. Assessment requirements now specify the performance and knowledge evidence, as well as assessment conditions for this unit of competency. These sections simplify and replace components used in the previous unit format, including Required Skills and Knowledge, Evidence Guide and Range Statement.

Performance Evidence

A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit. If a specific volume or frequency is not stated below, then evidence must be provided that the following requirements have been performed on at least one occasion:

- produce profile sanding shoes and wheels in line with safe work procedure
- insert profile sanding shoes and wheels in a profile sanding machine to match given profiles
- mount a wheel in a metal lathe
- form the shape of a profile with the aid of a template
- visually assess templates to identify defects and dispose of defective materials according to site and environmental protection requirements
- lock-out equipment, visually inspect condition of components and sharpen or replace worn components
- record production, quality and maintenance information using manual or computer-based data entry system (log book or computer).

Knowledge Evidence

A person competent in this unit must be able to demonstrate knowledge of:

- safe work procedures for producing profile sanding shoes and wheels
- procedures for set-up of profile sanding equipment procedures for hazard identification and risk control relevant to own work role
- procedures for recycling or re-using defective templates and disposing of waste material according to environmental protection requirements

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- profiling techniques
- wheel and shoe production methods
- established communication channels and protocols used to interact with workplace personnel
- procedures for fault finding to determine product quality
- procedures for use, operation and maintenance of shaping equipment and components, including equipment lock-out procedures
- procedures for recording and reporting production, quality and maintenance information.

Assessment Conditions

The following resources must be made available:

- work order
- pre-start checklist
- shoe and wheel shaping equipment
- profile sander, sanding shoes and wheels
- template material
- manual or computer-based recording system to record production, quality and maintenance information
- relevant personnel for the purposes of communicating information
- personal protective equipment:
  - safety glasses
  - protective footwear
  - high visibility clothing

Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting.

Assessor requirements

Assessors must:

- hold the appropriate assessor competency standards as outlined in regulations; and
- be able to demonstrate vocational competencies at least to the level being assessed; and
- be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and assessor competence.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPWPP3227 Vacuum paint

Modification History

Release	Comment
1	Replaces equivalent unit FPIWPP3227B Vacuum paint, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format.

Application

This unit of competency describes the outcomes required to paint articles using a vacuum painting line with drying ovens and de-nibbing machines.

The unit applies to production technicians and operators who vacuum paint in a forest products factory setting.

Licensing, legislative, regulatory, or certification requirements apply to this unit in some states and territories at the time of publication, and may differ according to jurisdiction.

Pre-requisite Unit

Nil

Unit Sector

Wood Panel Products.

Elements and Performance Criteria

Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.*
1. Prepare for vacuum painting process.	1.1 Work order is reviewed and checked with appropriate personnel. 1.2 Identify and follow safe work procedure for vacuum painting. 1.3 Acquire type and quantity of articles to be vacuum painted from storage location. 1.4 Check equipment for operational effectiveness in line with

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	manufacturer's recommendations and site requirements. 1.5 Plan and select vacuum painting process, feed rates and paint in line with site procedures. 1.6 Load paint products in equipment in line with manufacturer's specifications and safe work procedure. 1.7 Manufacture and fit paint templates according to manufacturer's specifications and safe work procedure. 1.8 Communicate with relevant personnel as required, to ensure safety and production requirements are met.
2. Vacuum paint.	2.1 Operate vacuum paint coater in line with recipes and manufacturer's recommendations. 2.2 Apply paint and continuously monitor and adjust flow rates and viscosity in line with site requirements. 2.3 Continuously monitor paint operations and wet film thickness, clearing blockages and filters to maintain paint coverage to specifications. 2.4 Regularly check products for surface quality and contamination in line with site requirements and take corrective action. 2.5 Remove sub-standard painted items from painting process and review for further action. 2.6 Calibrate test equipment and regularly test samples of paint.
3. Operate drying oven.	3.1 Start ovens and bring to operating temperature in line with manufacturer's specifications. 3.2 Monitor oven drying processes in line with standard operating procedures. 3.3 Reject and dispose of products with oven drying defects in line with site procedures and environmental requirements. 3.4 Adjust drying operations in response to paint adhesion test results.
4. Operate de-nibber.	4.1 Set up and start de-nibbing machine in line with manufacturer's recommendations. 4.2 Select and install profile flap brushes. 4.3 Process and assess sample strips. 4.4 Reject and dispose of products with de-nibber defects in line with site procedures and environmental requirements. 4.5 Adjust de-nibbing process in line with sample results. 4.6 Operate and monitor de-nibbing machine in line with standard operating procedures.

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	4.7 Investigate and resolve routine de-nibbing problems.
5. Shut down and clean equipment and record information.	5.1 Shut down equipment in coordination with other line operators and site procedures. 5.2 Turn off vacuum coater, dryer and de-nibber and flush equipment in line with standard operating procedures. 5.3 Dispose of excess paint and flushing liquid in line with statutory requirements and environmental regulations. 5.4 Store equipment and paint in line with statutory requirements and environmental regulations. 5.5 Record and report processing and equipment faults to appropriate personnel.

Foundation Skills

This section describes those core and employment skills that are essential to performance and are not explicit in the performance criteria.	
Numeracy skills to:	• enter numerical data when setting machinery • measure paint quantities • measure paint template dimensions • calculate paint flow rates and viscosity • set and adjust oven temperatures
Reading skills to:	• monitor dials and gauges • read log sheet information
Writing skills to:	• complete log sheet information (manually or electronically) • record pre-start inspection information
Problem solving skills to:	• respond to faults and problems throughout the vacuum paint process.

Range of Conditions

Not Applicable

Unit Mapping Information

FWPWPP3227B Vacuum paint.

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPWPP3227 Vacuum paint

Modification History

Release	Comment
1	Replaces equivalent unit FPIWPP3227B Vacuum paint, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format. Assessment requirements now specify the performance and knowledge evidence, as well as assessment conditions for this unit of competency. These sections simplify and replace components used in the previous unit format, including Required Skills and Knowledge, Evidence Guide and Range Statement.

Performance Evidence

A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit. If a specific volume or frequency is not stated below, then evidence must be provided that the following requirements have been performed on at least one occasion:

- identify hazards and control risk in the work area
- set up vacuum painting process
- set parameters on equipment
- load paint products
- manufacture and fit paint templates
- operate vacuum paint coater and maintain paint coverage according to work order specifications
- adjust paint flow rates and viscosity
- clear vacuum paint blockages and filters
- calibrate test equipment and test samples of paint throughout the vacuum paint process
- operate, monitor and adjust drying oven according to standard operating procedure
- set up and operate de-nibbing machine
- install profile flap brushes in de-nibbing machine
- identify, remove and dispose of defective products during the vacuum painting, oven drying and de-nibbing process
- shut down and clean vacuum paint coater, drying oven and de-nibbing machine according to standard operating procedure
- shut-down and flush equipment
- store materials and equipment and dispose of waste according to statutory and environmental protection requirements.

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Knowledge Evidence

A person competent in this unit must be able to demonstrate knowledge of:

- safe work procedures relevant to the set-up, operation, shut-down and cleaning of vacuum painting, oven drying and de-nibbing equipment
- procedures for hazard identification and risk control during the entire vacuum painting process including:
- paints, their viscosity, film thickness, film wetness and feed rates
- procedures for the safe handling, use and storage of paints including their safety data sheets (SDS)
- procedures for clearing blockages and cleaning filters during the vacuum paint process
- procedures for safe disposal of waste materials according to environmental protection requirements
- workplace storage and labelling systems used to support the vacuum painting process
- workplace communication channels and protocols used to communicate with relevant personnel
- procedures for sample testing and calibration of sample testing equipment
- paint recipes and how they are applied in the vacuum paint process
- procedures for identifying product contamination and defects including:
- dust, water spots, oil spots from equipment or oily finger prints
- orange peel effect
- incomplete cover
- solvent boil
- procedures for equipment lock-out
- procedures for identifying, recording and reporting vacuum painting process and equipment fault information
- procedures for emergency response (accident, fire, serious equipment fault).

Assessment Conditions

The following resources must be made available:

- work order
- articles to be vacuum painted
- storage location
- personal protective equipment required to vacuum paint
- vacuum painting chamber
- drying oven
- de-nibber together with continuous roller conveyors
- paint suitable for vacuum coating
- paint templates
- vacuum paint recipes
- relevant personnel for the purposes of communicating information
- established recording and reporting mechanisms (manual or computer-based log book)

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- sample safe work procedures for:
  - vacuum painting, drying and de-nibbing process
  - testing samples
  - cleaning machinery
  - manufacturer's equipment guidebook

Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting.

Assessor requirements

Assessors must:

- hold the appropriate assessor competency standards as outlined in regulations; and
- be able to demonstrate vocational competencies at least to the level being assessed; and
- be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and assessor competence.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPWPP3228 Dry Wood Flakes

Modification History

Release	Comment
1	Replaces superseded equivalent FPIWPP3228B Dry wood flakes, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format.

Application

This unit of competency describes the outcomes required to dry wood flakes for downstream use in board production and to operate dryers and other ancillary equipment.

The unit applies to production technicians and operators who dry wood flakes in a forest and wood products factory setting.

Licensing, legislative, regulatory, or certification requirements apply to this unit in some states and territories at the time of publication, and may differ according to jurisdiction.

Pre-requisite Unit

Nil

Unit Sector

Wood Panel Products.

Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.
1. Prepare to dry wood flakes.	1.1 Review work order and check with appropriate personnel. 1.2 Identify hazards and control risk in the work environment. 1.3 Acquire type and quantity of flakes to be dried from production process, and assess. 1.4 Select equipment appropriate to work requirements and conduct pre-start checks in line with manufacturer's recommendations and

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	site procedures. 1.5 Plan drying process in line with site procedures. 1.6 Establish and maintain communication with relevant personnel in line with work health and safety (WHS) requirements.
2. Dry wood flakes and monitor quality.	2.1 Start dryer and hot oil system and monitor continuously in line with operational procedures. 2.2 Set drying temperature, humidity and feed rate for optimal recovery of product. 2.3 Position flakes and feed at a rate appropriate to machine speed, capacity, flakes moisture content, thickness and condition. 2.4 Visually assess flakes and measure moisture levels to ensure specified outcome has been achieved. 2.5 Coordinate out-feed to ensure efficient recovery of dried flakes. 2.6 Reject and dispose of sub-standard flakes in line with site procedures and environmental requirements.
3. Grade and redistribute wood flakes.	3.1 Grade flakes in line with site requirements and industry standards. 3.2 Move flakes to storage or processing operations in line with site requirements. 3.3 Reject and dispose of sub-standard material in line with site requirements.
4. Clean up, maintain equipment and record information.	4.1 Clean work area in line with site requirements. 4.2 Follow equipment lock-out procedures in line with site procedures. 4.3 Check drying mechanism for effective condition. 4.4 Check and maintain oil levels, air filters, conveyors and chains. 4.5 Clear dust, shavings and debris from drying area in line with workplace requirements. 4.6 Record and report drying process and equipment faults to appropriate personnel.

Foundation Skills

This section describes those core and employment skills that are essential to performance and are not explicit in the performance criteria.

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Numeracy skills to:	• interpret gauges, dials and screens displaying numerical information (levels, capacity, speed) • estimate flakes size, quantity and thickness • use grading codes.
Reading skills to:	• monitor drying process information.
Writing skills to:	• enter data • record production, quality and maintenance information.
Problem solving skills to:	• identify irregularities in temperature and levels and make appropriate adjustments.

Range of Conditions

Not Applicable

Unit Mapping Information

FPIWPP3228B Dry Wood Flakes

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPWPP3228 Dry Wood Flakes

Modification History

Release	Comment
1	Replaces superseded equivalent FPIWPP3228B Dry wood flakes, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format. Assessment requirements now specify the performance and knowledge evidence, as well as assessment conditions for this unit of competency. These sections simplify and replace components used in the previous unit format, including Required Skills and Knowledge, Evidence Guide and Range Statement.

Performance Evidence

A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit. If a specific volume or frequency is not stated below, then evidence must be provided that the following requirements have been performed on at least one occasion:

- operate drying equipment and hot oil systems to dry wood flakes in line with work order and safe work procedures in readiness for storage and/or processing
- monitor and adjust equipment parameters to ensure production requirements are met
- visually assess dried wood flakes to identify faults and determine quality for grading
- grade and redistribute flakes on-site using designated equipment
- identify hazards and control risk throughout the drying wood flakes process
- perform emergency shut-down procedure in response to fire
- perform operator maintenance on drying equipment:
  - perform equipment lock-out procedure
  - check and maintain oil levels, air filters, conveyers, chains
- clean up work area and clear drying area of waste
- appropriately dispose of waste
- record production, quality and fault information using designated workplace recording systems.

Knowledge Evidence

A person competent in this unit must be able to demonstrate knowledge of:

- safe work procedures relevant to operating drying equipment and hot oil systems to dry wood flakes

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- procedures for the safe disposal of waste materials according to environmental protection guidelines
- wood flakes drying techniques (using pre-dryers, dryers, cooling sections, steam, gas, heated air)
- procedures for visually assessing wood flakes to determine characteristics, faults, finish and quality
- procedures for grading and redistributing wood flakes
- established communication channels and protocols used to communicate with relevant personnel
- procedures for identifying irregularities and faults with machinery and ancillary equipment, and appropriate resolution strategies
- procedures for the operation and maintenance of drying equipment
- procedures for recording and reporting production, quality and fault information
- procedures for setting, monitoring and adjusting feed rate and moisture content
- storage systems appropriate for the storage of wood flakes:
  - storage racks
  - storage bays
  - bins, stacks
  - pallet boxes
  - modularised storage compartments
  - temporary stacking bays
- workplace specific dryers and ancillary equipment used to dry wood flakes
- waste minimisation, disposal, recycling and re-use guidelines
- emergency procedures in response to fire, accident, and serious equipment fault.

Assessment Conditions

The following resources must be made available:

- work order
- manual or computer-based recording and reporting systems for:
  - production records
  - quality records
  - maintenance records
  - tally sheets
- wood flakes
- storage area
- wood flakes transfer equipment
- drying equipment
- relevant personnel for the purposes of communicating information
- personal protective equipment required for drying wood flakes.

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Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting.

Assessor requirements

Assessors must:

- hold the appropriate assessor competency standards as outlined in regulations; and
- be able to demonstrate vocational competencies at least to the level being assessed; and
- be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and assessor competence.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPWPP3229 Classify flake

Modification History

Release	Comment
1	Replaces equivalent unit FPIWPP3229B Classify flake, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format.

Application

This unit of competency describes the outcomes required to operate specialist equipment to classify flake in readiness for downstream production of panel products, while monitoring and maintaining the flow of operation. The unit includes operator maintenance.

The unit applies to those classifying flake in a forest and wood products factory setting. The skills and knowledge required for competent workplace performance are to be used within the scope of the person's job and authority.

No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Wood Panel Products

Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.
1. Prepare to classify flake.	1.1 Check and review work order with appropriate personnel. 1.2 Identify, clarify and follow safe work procedure for classifying flake. 1.3 Identify hazards and control risk in the work area.

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	1.4 Conduct pre-start checks on equipment in line with manufacturer's recommendations and site procedures. 1.5 Acquire and assess from stockpile type and quantity of flake to be classified. 1.6 Plan flake classifying process in line with site procedures.
2. Operate equipment and classify flake.	2.1 Adjust screens and feed systems to separate flake into required sizes and operate equipment in line with site requirements. 2.2 Monitor flake flow, usage and silo levels and take action to ensure optimal production and availability of sufficient storage space. 2.3 Direct output to designated silos and immediately clear blockages to ensure smooth transfer. 2.4 Reject and dispose of flake unsuitable for classification in line with site procedures and environmental requirements.
3. Maintain equipment, clean up and maintain record keeping procedure.	3.1 Lock out equipment in line with workplace requirements and site procedures. 3.2 Check grinding elements for faulty, blunt or damaged condition, and remove and replace as required, in line with manufacturer's recommendations. 3.3 Clear machine and surrounding area of foreign matter and debris in line with workplace requirements. 3.4 Record and report processing and equipment faults to appropriate personnel.

Foundation Skills

This section describes those core and employment skills that are essential to performance and are not explicit in the performance criteria.	
Numeracy skills to:	• estimate storage capacity, flake quantities and flow rates.
Reading skills to:	• monitor information on screens.
Writing skills to:	• enter log sheet data • complete pre-start checklist.
Problem solving skills to:	• detect faults and take immediate action to rectify problems including blockages requiring emergency shut-down and immediate rectification.

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Range of Conditions

Not Applicable

Unit Mapping Information

FPIWPP3229B Classify flake

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPWPP3229 Classify flake

Modification History

Release	Comment
1	Replaces equivalent unit FPIWPP3229B Classify flake, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format. Assessment requirements now specify the performance and knowledge evidence, as well as assessment conditions for this unit of competency. These sections simplify and replace components used in the previous unit format, including Required Skills and Knowledge, Evidence Guide and Range Statement.

Performance Evidence

A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit. If a specific volume or frequency is not stated below, then evidence must be provided that the following requirements have been performed on at least one occasion:

- operate equipment to classify flake according to work order and safe work procedures
- respond to a blockage requiring emergency shutdown
- visually assess flake to determine it classification characteristics
- identify and appropriately dispose of unsuitable flake
- conduct operator maintenance on flake classifying equipment
- store flake in line with workplace requirements
- record and report production, quality and maintenance information using designated workplace recording systems (manual or computer-based).

Knowledge Evidence

A person competent in this unit must be able to demonstrate knowledge of:

- safe work procedure relevant to classifying flake
- hazards and risk controls relevant to the classifying flake process
- process faults that require emergency shut-down and immediate resolution
- emergency response procedures relevant to fire, accident, serious equipment or process fault
- environmental protection requirements: waste minimisation and disposal, recycling and reuse guidelines
- organisational and site standards, requirements, policies and procedures for classifying flake

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- flake classification process
- flake characteristics:
  - size categories
  - species
  - core fraction
  - surface fraction
  - overs and dust
  - moisture content
- storage systems and labelling requirements
- established communication channels and protocols
- procedures for identifying and resolving problems and faults during the classify flake process
- procedures for the operation and maintenance of equipment
- procedures for recording and reporting faults, processing and equipment maintenance information (production, quality, maintenance and tally sheets).

Assessment Conditions

The following resources must be made available:

- personal protective equipment required for classifying flake
  - flake (any of the following):
    - wood flake, planer shavings, sawdust, shredded board
- classifiers
- flake towers
- screens and silos
- sifters
- mechanised feed systems (conveyors, transfer cars or chutes)
- transfer equipment (regular feed systems, blow lines or drag chains)
- relevant personnel for the purposes of communicating information
- site documents: work order, safe work procedure, equipment lock-out procedure, log book or computer-based equivalent.

Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting.

Assessor requirements

Assessors must:

- hold the appropriate assessor competency standards as outlined in regulations; and
- be able to demonstrate vocational competencies at least to the level being assessed; and
- be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and assessor competence.

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FWPWPP3230 Produce decorative veneers

Modification History

Release	Comment
1	Replaces equivalent unit FPIWPP3230B Produce decorative veneers, which was first released with FPI05 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format.

Application

This unit of competency describes the outcomes required to produce decorative veneers in readiness for application to chipboard, medium density fibreboard, plywood or other board products following customer order specifications.

The unit applies to production operators and technicians who produce decorative veneers in a forest and wood products factory setting

Licensing, legislative, regulatory or certification requirements apply to this unit in some states and territories at the time of publication, and may differ according to jurisdiction.

Pre-requisite Unit

Nil

Unit Sector

Wood Panel Products.

Elements and Performance Criteria

Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.*
1. Prepare for production of veneer.	1.1 Review work order and check with appropriate personnel. 1.2 Identify and follow safe work procedure for producing decorative veneers. 1.3 Identify hazards and control risk in the work area. 1.4 Acquire type and quantity of decorative veneer to be

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	produced, from veneer production process. 1.5 Select equipment and conduct pre-start check in line with manufacturer's recommendations and site requirements. 1.6 Select veneer production process in line with site procedures. 1.7 Establish and maintain communication with relevant personnel as required, to ensure safety and production requirements are met.
2. Produce decorative veneer and dispose of sub-standard material	2.1 Visually inspect veneer for decorative qualities, layout design, defects and select for use. 2.2 Select joining points and cut veneer in line with layout design. 2.3 Prepare decorative veneers for joining and bonding to panel product. 2.4 Check completed veneers for conformity to work order and repair any imperfections. 2.5 Mark completed veneers for designated joining sequence in line with layout design. 2.6 Reject and dispose of sub-standard decorative veneers in line with site procedures and environmental requirements.
3. Regrade and redistribute veneer, clean up and maintain records.	3.1 Assess joins and regrade veneer in line with site requirements and industry standards. 3.2 Direct and move material to storage or processing operations in line with site requirements. 3.3 Reject and dispose of sub-standard material in line with site requirements. 3.4 Clean work area in line with safe work procedure and site requirements. 3.5 Record and report decorative veneer process and equipment faults to appropriate personnel.

Foundation Skills

This section describes those core and employment skills that are essential to performance and are not explicit in the performance criteria.	
Numeracy skills to:	• use measuring equipment • lay out design in patterns that best accentuate the decorative veneer.

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Reading skills to:	• interpret work orders.
Writing skills to:	• record pre-start check information • set parameters for veneer production process.
Problem solving skills to:	• control risk throughout the veneer production process • maintain production flow by responding appropriately to production faults.

Range of Conditions

Not Applicable

Unit Mapping Information

FPIWPP3230B Produce decorative veneers.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPWPP3230 Produce decorative veneers

Modification History

Release	Comment
1	Replaces equivalent unit FPIWPP3230B Produce decorative veneers, which was first released with FPI05 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format. Assessment requirements now specify the performance and knowledge evidence, as well as assessment conditions for this unit of competency. These sections simplify and replace components used in the previous unit format, including Required Skills and Knowledge, Evidence Guide and Range Statement.

Performance Evidence

A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit. If a specific volume or frequency is not stated below, then evidence must be provided that the following requirements have been performed on at least one occasion:

- set up the work area in preparation for producing decorative veneers
- produce decorative veneers in line with safe work procedure and while controlling risk in the work area
- visually inspect veneers for defects and characteristics to determine grading status
- regrade, label and redistribute veneers on-site using designated equipment
- clean equipment according to safe work procedure (includes performing lock-out procedure)
- dispose of production and cleaning waste according to site procedures and environment requirements
- record production, quality and fault information using workplace record keeping procedure.

Knowledge Evidence

A person competent in this unit must be able to demonstrate knowledge of:

- site standards, industry standards, workplace requirements, policies and safe work procedures relevant to the production of decorative veneers
- emergency response procedures (fire, accident and serious equipment malfunction) relevant to own role and responsibility

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- environmental management requirements, including guidelines for waste minimisation, recycling, re-use and the safe disposal of waste material from production and cleaning
- hazards and risks associated with the production of decorative veneers and appropriate risk controls as referred to the in the range of conditions
- procedures for visually assessing and selecting decorative veneer based on the following characteristics: species, colour, type, width, length, thickness and defects (warp, wane, cupping, shakes, insect defects, knots, resin pockets)
- types of decorative veneers: growth ring, ray, ribbon, wavy, curly, fiddle-back, crotch, swirl, birds eye, burl, burr, butt or stump
- types of production techniques: book matching, end matching, four piece butt matching, diamond matching, herring-bone matching, segmental matching, slip drawn matching
- types of panel products including medium density fibreboard, chipboard, fibreboard, plywood.
- veneer matching and joining techniques
- product distribution procedures
- workplace specific storage systems and product grading and labelling procedures
- established communication channels and protocols
- procedures for monitoring production and identifying and resolving problems during the decorative veneer production process, to maintain production flow
- procedures for the safe operation and cleaning of equipment
- procedures for recording and reporting production, quality and fault information (manual or computer-based).

Assessment Conditions

The following resources must be made available:

- work order
- safe work procedure for producing decorative veneers
- personal protective equipment required to produce decorative veneers
- first aid equipment
- decorative veneers
- production equipment
- conveyor belt system, track system
- lifting equipment
- relevant personnel for the purposes of communicating information
- site records for recording production, quality and equipment faults.

Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting.

Assessor requirements

Assessors must:

- hold the appropriate assessor competency standards as outlined in regulations; and

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- be able to demonstrate vocational competencies at least to the level being assessed; and
- be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and assessor competence.

Links

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FWPWPP3231 Produce veneer from prepared flitches

Modification History

Release	Comment
1	Replaces equivalent unit FPIWPP3231B Produce veneers from prepared flitches, which was first released with FPI05 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format.

Application

This unit of competency describes the outcomes required to operate a vertical or horizontal slicing machine to produce leaves of timber veneers from prepared flitches. The unit includes operator maintenance.

The unit applies to production officers and technicians who produce veneers from prepared flitches in a forest and wood products factory setting.

Licensing, legislative, regulatory or certification requirements apply to this unit in some states and territories at the time of publication, and may differ according to jurisdiction.

Pre-requisite Unit

Nil

Unit Sector

Wood Panel Products.

Elements and Performance Criteria

Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.*
1. Prepare to slice veneers.	1.1 Review work order and check with appropriate personnel. 1.2 Identify and follow safe work procedure for producing veneers from prepared flitches. 1.3 Identify hazards and control risk in the work area.

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	1.4 Acquire type and quantity of timber species to be sliced from storage location. 1.5 Select equipment and conduct pre-start check in line with manufacturer's recommendations and site requirements. 1.6 Plan veneer slicing process and thickness in line with site procedures. 1.7 Establish and maintain communication with relevant personnel as required, to ensure safety and production requirements are met.
2. Load flitches, slice veneers and dispose of waste.	2.1 Check size and condition of prepared flitches and load acceptable flitches into slicer. 2.2 Position flitches to maximise available veneer and remove waste product. 2.3 Set and operate veneer slicing process to optimise veneer recovery in line with site procedures. 2.4 Constantly adjust machine speed and control of veneer cut to suit flitch characteristics in line with site procedures. 2.5 Dispose of defective material and rejected flitch and backing-board in line with site procedures and environmental requirements.
3. Maintain equipment, clean up and follow record keeping procedure.	3.1 Lock out equipment according to standard operating procedure. 3.2 Check cutting blades for blunt or damaged condition in line with manufacturer’s recommendations and site procedures, and remove and replace as required. 3.3 Clear dust, off-cuts and debris from machine area and dispose of in line with in line with safe work procedure and environmental requirements. 3.4 Record and report processing and equipment faults to appropriate personnel.

Foundation Skills

This section describes those core and employment skills that are essential to performance and are not explicit in the performance criteria.	
Numeracy skills to:	• monitor and adjust machine speed to suit production requirements • calculate slicing rates according to flitch characteristics and

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	required veneer thickness • use numerical data to interpret work order and set equipment parameters.
Reading skills to:	• monitor control panels.
Writing skills to:	• record production, quality and faults information.
Problem solving skills to:	• identify and resolve routine problems during the production process, to maintain production flow.

Range of Conditions

Not Applicable

Unit Mapping Information

FPIWPP3231B Produce veneer from prepared flitches.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPWPP3231 Produce veneer from prepared flitches

Modification History

Release	Comment
1	Replaces equivalent unit FPIWPP3231B Produce veneers from prepared flitches, which was first released with FPI05 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format. Assessment requirements now specify the performance and knowledge evidence, as well as assessment conditions for this unit of competency. These sections simplify and replace components used in the previous unit format, including Required Skills and Knowledge, Evidence Guide and Range Statement.

Performance Evidence

A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit. If a specific volume or frequency is not stated below, then evidence must be provided that the following requirements have been performed on at least one occasion:

- slice timber veneers from prepared flitches in line with work order and safe work procedure, using a slicing machine
- identify hazards and control risk to self, others and plant throughout the veneer production process
- visually inspect prepared flitches to determine suitability for loading into slicer
- identify defective materials throughout the production process and dispose of appropriately
- perform lock-out, blade inspection, replacement and cleaning procedure on slicer
- record and report production, quality and fault information using workplace record keeping procedure and systems.

Knowledge Evidence

A person competent in this unit must be able to demonstrate knowledge of:

- site standards, industry standards, workplace requirements, policies and safe work procedures relevant to producing veneers from prepared flitches
- emergency response procedures (fire, accident and serious equipment malfunction) relevant to own role and responsibility

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- environmental protection requirements, including guidelines for waste minimisation, recycling, re-use and the safe disposal of waste material created by production and cleaning
- hazards and risks associated with production of veneers from prepared flitches and appropriate risk controls as referred to the in the range of conditions
- veneer types: quarter sawn, back sawn, radial (or rotary) sawn
- characteristics of timber veneers: type, width, length, thickness
- characteristics of flitch and timber defects: warp, wane, cupping, shakes, insect defects, knots, resin pockets
- slicing processes using vertical or horizontal slicing equipment
- established communication channels and protocols for communicating with relevant personnel as part of the production process
- problem identification and resolution strategies and common fault finding techniques
- procedures for the safe operation of slicing machine and visual inspection, removal and replacement of cutting blades
- procedures for the lock-out and cleaning of equipment
- procedures for recording and reporting production, quality, maintenance and faults information (manual or computer-based).

Assessment Conditions

The following resources must be made available:

- work order
- safe work procedure for producing veneer from prepared flitches
- personal protective equipment required to produce veneer from prepared flitches
- first aid equipment
- vertical or horizontal slicing machine
- prepared flitches
- relevant personnel for the purposes of communicating information
- manual or computer-based information recording systems for recording production, quality and fault information.

Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting.

Assessor requirements

Assessors must:

- hold the appropriate assessor competency standards as outlined in regulations; and
- be able to demonstrate vocational competencies at least to the level being assessed; and
- be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and assessor competence.

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPWPP3232 Operate a heat roll bonding machine to laminate or veneer engineered wood panel surfaces

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 4.0.

Application

This unit of competency describes the skills and knowledge required to operate heat roll bonding machines and ancillary equipment to apply laminate or veneer to engineered wood panel surfaces in a manufacturing facility.

The unit applies to individuals who work as production operators and technicians in an engineered wood panel facility. Operators generally work under broad or limited direction to complete routine activities related to their own work, and take responsibility for their work.

All work must be carried out to comply with workplace procedures, according to state/territory health and safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Wood Panel Products

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for lamination	1.1 Review work order, workplace health and safety requirements, environmental protection practices and emergency procedures for

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
work	lamination operation and, where required, check with appropriate personnel 1.2 Identify and report hazards and use personal protective equipment according to workplace requirements and health and safety legislation to maintain safe work practices 1.3 Obtain the type and quantity of engineered wood panel and laminate or veneer to be laminated from the production process 1.4 Select production process according to work order
2. Apply laminate or veneer	2.1 Use equipment according to workplace health and safety procedures, manufacturer instructions and environmental protection practices 2.2 Complete pre start-up equipment checks to ensure operational effectiveness 2.3 Load veneer or laminate and engineered wood panel and feed in the correct sequence to suit planned assembly 2.4 Adjust spreader stations to deliver material according to required engineered wood panel cross-section distribution 2.5 Adjust glue feed, spread and tack level regularly, apply glue to engineered wood panel evenly and ensure panel remains free of foreign material 2.6 Check heat rolling process regularly to prevent creases, bubbles and other surface defects 2.7 Monitor laminate or veneer routinely for the position, adhesion, contamination, finish and trim tolerances 2.8 Transfer finished engineered wood panels for further processing according to workplace health and safety procedures 2.9 Dispose of sub-standard material according to environmental protection practices
3. Shut down and clean equipment	3.1 Coordinate shutdown with other line operators according to workplace health and safety procedures 3.2 Strip, clean and replace gluing equipment, rollers, cauls, screens and handling equipment 3.3 Check cutters or blades for bluntness or damage and remove and replace according to manufacturer recommendations 3.4 Keep machine clear of dust and debris according to workplace

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	health and safety procedures 3.5 Record and report production outcomes, equipment faults and maintenance requirements to appropriate personnel

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret safety data sheets for glue
Numeracy	• Identify quantities of required material within work orders, and count numbers of engineered wood panels and other materials • Read basic numerical machine settings to set temperatures and glue feed rate
Navigate the world of work	• Understand main tasks, responsibilities and boundaries of own role
Interact with others	• Use modes of communication suitable for the purpose to confirm and clarify understanding
Get the work done	• Recognise and respond to routine problems

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FWPWPP3232 Operate a heat roll bonding machine to laminate or veneer engineered wood	FWPWPP3206 Laminate and veneer board surfaces	Updated industry terminology, workplace health and safety requirements and foundation skills; clarified intent of the unit and assessment	Equivalent unit

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panel surfaces		requirements; changed unit title and code for compliance and consistency with the updates.	

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPWPP3232 Operate a heat roll bonding machine to laminate or veneer engineered wood panel surfaces

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 4.0.

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit. There must be evidence that, on at least one occasion, the individual has:

- followed workplace health and safety requirements and environmental protection procedures for laminating engineered wood panels
- laminated one or more of the following engineered wood panels according to individual work orders prescribing different laminating thicknesses and quantities of panels:
  - medium density fibreboard
  - chipboard
  - fibreboard
  - plywood
- applied one or more of the following types of laminating material:
  - laminate
  - veneer
- stripped and cleaned the heat roll bonding machine.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- health and safety hazards or risks related to using heat roll bonding machines and ancillary equipment for laminating engineered wood panels, as identified through risk assessments, manufacturer technical information, regulations and industry health and safety guides
- workplace procedures specific to laminating engineered wood panel surfaces:
  - health and safety, with particular emphasis on equipment lockout, emergency procedures, use of personal protective equipment (PPE) and handling hazardous substances according to safety data sheets for glue

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  - use of laminating equipment
  - communication reporting lines
  - recording and reporting production outcomes, equipment faults and maintenance requirements
- environmental protection practices for engineered wood panel facilities:
  - reducing water and energy use
  - cleaning plant, tools and equipment
  - disposing of, recycling and reusing boards
  - disposing of hazardous substances
- typical flow of material supply in and out of the engineered wood panel laminating area
- properties, at a basic level of understanding, of laminating materials and their uses for different types of engineered wood panels:
  - laminate
  - veneer
- characteristics of engineered wood products types and the effects of lamination:
  - medium density fibreboard
  - chipboard
  - fibreboard
  - plywood
- typical workflow processes and techniques used to laminate and veneer engineered wood panels:
  - applying laminating material and veneer
  - spreading glue
  - heat rolling material to boards
- purpose, features and operation of equipment used to laminate or veneer engineered wood panel surfaces:
  - laminate bonding machines
  - glue spreading stations
  - heat rollers
- methods used to strip and clean laminate and veneer bonding machines.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace or a productive environment that accurately reflects performance in a workplace
- resources, equipment and materials:
  - heat roll bonding machine and ancillary equipment for laminating engineered wood panels
  - maintenance tools and equipment

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- PPE suitable for laminating and veneering engineered wood panel surfaces
- engineered wood panels suitable for lamination operations
- laminating material
- glue

- specifications:
  - manufacturer instructions for use and cleaning of equipment
  - work order with specific instructions for laminating and veneering engineered wood panel surfaces
  - template documents for recording production outcomes, equipment faults and maintenance requirements
  - workplace procedures for laminating and veneering engineered wood panel surfaces, including health and safety and emergency procedures and environmental protection procedures.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPWPP3233 Operate a laminating press for engineered wood panels

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 4.0.

Application

This unit of competency describes the skills and knowledge required to operate laminating presses and ancillary equipment to laminate engineered wood panels in a manufacturing facility.

The unit applies to individuals who work as production operators and technicians. Operators generally work under broad or limited direction to complete routine activities related to their own work, and take responsibility for their work.

All work must be carried out to comply with workplace procedures, according to state/territory health and safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Wood Panel Products

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for laminating	1.1 Review work order, workplace health and safety requirements, environmental protection practices and emergency procedures for

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
engineered wood panels	lamination operation and, where required, check with appropriate personnel 1.2 Identify and report hazards and use personal protective equipment according to workplace requirements and health and safety legislation to maintain safe work practices 1.3 Obtain the type and quantity of engineered wood panel and laminating material from the production process 1.4 Select production process according to work order
2. Operate a laminating press to laminate engineered wood panels	2.1 Use laminating press and ancillary equipment according to workplace health and safety procedures, manufacturer instructions and environmental protection practices 2.2 Complete pre start-up checks on the laminating press and ancillary equipment to ensure operational effectiveness 2.3 Load laminating material and engineered wood panel into the laminating press and feed in the correct sequence to suit planned assembly 2.4 Check pressing process regularly to prevent creases, bubbles or other surface defects 2.5 Monitor engineered wood panel and laid up laminating material for position, adhesion, contamination and finish 2.6 Transfer finished engineered wood panels for further processing according to workplace health and safety procedures 2.7 Dispose of sub-standard laminated material according to environmental protection practices
3. Shut down and clean equipment	3.1 Coordinate machine shutdown with other line operators according to workplace health and safety procedures 3.2 Strip and clean laminating press according to workplace procedures 3.3 Dispose of or store excess bonding agent according to environmental protection practices 3.4 Keep machine clear of dust and debris according to workplace health and safety procedures 3.5 Record and report production outcomes and laminating press and ancillary equipment faults to appropriate personnel

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Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret safety data sheets for bonding agents
Oral communication	• Ask questions and actively listen to clarify contents of work orders
Numeracy	• Identify quantities of required material within work orders, and count numbers of panels • Read basic numerical machine settings to set temperatures
Navigate the world of work	• Understand main tasks, responsibilities and boundaries of own role
Interact with others	• Use modes of communication suitable for the purpose to confirm and clarify understanding
Get the work done	• Recognise and respond to routine problems

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FWPWPP3233 Operate a laminating press for engineered wood panels	FWPWPP3210 Laminate board	Updated industry terminology, workplace health and safety requirements and foundation skills; clarified intent of the unit and assessment requirements; changed unit title and code for compliance and consistency with the updates.	Equivalent unit

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Links

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Assessment Requirements for FWPWPP3233 Operate a laminating press for engineered wood panels

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 4.0.

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit. There must be evidence that, on at least one occasion, the individual has:

- followed workplace health and safety requirements and environmental protection procedures for laminating engineered wood panels
- laminated one or more of the following types of engineered wood panels according to individual work orders prescribing different laminating thicknesses and quantities of panels:
  - medium density fibreboard
  - chipboard
  - plywood
  - fibreboard
- applied different types of laminating material, which include:
  - laminate
  - veneer
  - treated paper
- stripped and cleaned the laminating press.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- health and safety hazards or risks related to laminating presses and ancillary equipment as identified through risk assessments, manufacturer technical information, regulations and industry health and safety guides
- workplace procedures specific to laminating engineered wood panel:

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  - health and safety, with particular emphasis on equipment lockout, emergency procedures, use of personal protective equipment (PPE) and handling hazardous substances according to safety data sheets for glue
  - use of laminating equipment
  - communication reporting lines
  - recording and reporting production outcomes and equipment faults
- environmental protection practices for engineered wood panel facilities:
  - reducing water and energy use
  - cleaning plant, tools and equipment
  - disposing of, recycling and reusing engineered wood panels
  - disposing of hazardous substances
- typical flow of material supply in and out of the engineered wood panel laminating area
- properties, at a basic level of understanding, of laminating materials and their uses for different types of engineered wood panels:
  - laminate
  - veneer
  - treated paper
- characteristics of engineered wood panel types and the effects of lamination:
  - medium density fibreboard
  - chipboard
  - plywood
  - fibreboard
- typical workflow processes and techniques used to laminate engineered wood panels:
  - applying laminating material
  - spreading bonding agent
  - compressing laminating material to engineered wood panel
- purpose, features and operation of equipment used to laminate engineered wood panels:
  - laminating press with bond spreading stations
  - feeding systems
- methods used to:
  - strip and clean laminating presses
  - safely store bonding agents.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - laminating press with bond spreading stations

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  - feeding systems
  - PPE suitable for laminating engineered wood panels
  - engineered wood panels suitable for lamination operations
  - laminating material
  - bonding agent
- specifications:
  - manufacturer instructions for use and cleaning of equipment
  - work order with specific instructions for laminating engineered wood panel
  - emplate documents for recording production outcomes and equipment faults
  - workplace procedures for laminating engineered wood panel, including health and safety and emergency procedures and environmental protection procedures.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPWPP3234 Operate a continuous press for the production of engineered wood panels

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 4.0.

Application

This unit of competency describes the skills and knowledge required to set up, operate and shut down a continuous press used in the production of engineered wood panels.

The unit applies to individuals who work as production operators and technicians in an engineered wood panel facility. Operators generally work under broad or limited direction to complete routine activities related to their own work, and take responsibility for their work.

All work must be carried out to comply with workplace procedures, according to state/territory health and safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Wood Panel Products

Timber Manufactured Products

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for pressing	1.1 Review and check work order, workplace health and safety

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
operation	requirements, environmental protection practices and emergency procedures for pressing operation with appropriate personnel 1.2 Identify and report hazards and use personal protective equipment according to workplace requirements and health and safety legislation to maintain safe work practices 1.3 Select the type and quantity of chips, flakes or fibre to be pressed, from a storage location 1.4 Conduct pre-start checks on equipment according to manufacturer recommendations and site requirements 1.5 Plan pressing process according to site procedures 1.6 Communicate plan with relevant personnel as required, to ensure safety and production requirements are met
2. Form, press, test and transfer finished engineered wood panels	2.1 Set and adjust press pressures, temperatures and product parameters according to production requirements 2.2 Check operational condition and set-up of former to confirm mat condition 2.3 Check forming equipment for defects and position to load press according to standard operating procedures 2.4 Press engineered wood panels while monitoring and adjusting the panel position, feed rate, mat condition and press condition 2.5 Plan size changes and line speeds to meet production schedules 2.6 Regularly assess pressed engineered wood panels and thickness changes and make necessary changes to former, press set-up and blending requirements 2.7 Test engineered wood panels samples to confirm adherence to industry standard, and reject defective panels 2.8 Dispose of defective engineered wood panels according to environmental protection requirements 2.9 Transfer finished engineered wood panels for further processing according to site requirements
3. Shut down, clean equipment and record information	3.1 Shut down equipment in coordination with designated stop time and other line operators according to site procedures 3.2 Separate and remove engineered wood panel and forming equipment from press using unloading equipment 3.3 Strip and clean blending equipment, press and handling equipment

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	according to standard operating procedures 3.4 Clear foreign material, dust and debris from machine area according to workplace requirements 3.5 Record and report pressing process and equipment faults to appropriate personnel

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Numeracy	• Monitor gauges, dials, instruments displaying numerical information and cycle times • Estimate feed rate and line speed to meet production requirements • Measure moisture content, weight, thickness and density of panels during testing
Navigate the world of work	• Understand main tasks, responsibilities and boundaries of own role
Interact with others	• Use modes of communication suitable for the purpose to confirm and clarify understanding
Get the work done	• Recognise and respond to routine problems

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FWPWPP3234 Operate a continuous press for the production of engineered	FWPWPP3226 Operate a continuous press	Updated industry terminology, workplace health and safety requirements and foundation skills; clarified intent of the	Equivalent unit

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wood panels		unit and assessment requirements; changed unit title and code for compliance and consistency with the updates.	

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPWPP3234 Operate a continuous press for the production of engineered wood panels

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 4.0.

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit. There must be evidence that, on at least one occasion, the individual has:

- followed workplace health and safety requirements and environmental protection procedures for forming and pressing engineered wood panels
- operated blending and continuous press equipment to bond and produce engineered wood panel according to production requirements
- identified defective engineered wood panels using visual assessment and by testing sample panels
- disposed of defective engineered wood panels
- redistributed finished engineered wood panels onsite using designated equipment
- performed lockout procedure and cleaned press equipment according to workplace health and safety procedure
- recorded and reported forming and pressing process information (production, quality, faults) using workplace specific recording and reporting channels and protocols (manual or computer-based log, communication with relevant personnel).

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- health and operational safety hazards or risks related to forming and pressing engineered wood panels, as identified through risk assessments, manufacturer technical information, regulations and industry health and safety guides
- workplace procedures specific to forming and pressing engineered wood panels:
  - health and safety, with particular emphasis on equipment lockout, emergency procedures, use of personal protective equipment (PPE) and handling hazardous substances
  - use and maintenance of forming and pressing equipment

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  - communication reporting lines
  - recording and reporting production outcomes and equipment faults
- environmental protection practices for forming and pressing engineered wood panels:
  - reducing water and energy use
  - cleaning plant, tools and equipment
  - identifying and disposing of engineered wood panels and waste materials
- engineered wood panel defects: surface blemishes, discolouration, natural timber defects, deformities and clean scalping from 'pendistors'
- ingredients and blending methods used in the engineered wood panels pressing process
- chip, flake and fibre characteristics
- procedures for testing engineered wood panel samples to check conformance with industry standard
- adjustment of feed rates to meet production requirements
- common pressed engineered wood panel types: medium density fibreboard, chipboard, fibreboard.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - PPE required for operating a continuous press
  - continuous press with continuous forming line
  - forming equipment
  - chips, flakes or fibre, binding ingredients and hardening agents suitable for the production of engineered wood panels
  - transfer equipment
  - manual or computer-based log to record production, quality and fault information
- specifications:
  - work order
  - pre-start checklist
  - template documents for recording production outcomes, equipment faults and maintenance requirements
  - workplace procedures for forming and pressing engineered wood panels, including health and safety and emergency procedures and environmental protection procedures.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

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Links

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FWPWPP3235 Trim new engineered wood panels to size

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 4.0.

Application

This unit of competency describes the skills and knowledge required to trim new engineered wood panels to size with automated trimming saws as they progress along the production line.

The unit applies individuals who work as production operators and technicians in an engineered wood panel facility. Operators generally work under broad or limited direction to complete routine activities related to their own work, and take responsibility for their work.

All work must be carried out to comply with workplace procedures, according to state/territory health and safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Wood Panel Products

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for trimming engineered wood panels	1.1 Review work order, workplace health and safety requirements, environmental protection practices and emergency procedures and, where required, check with appropriate personnel 1.2 Identify and report hazards and use personal protective equipment

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	according to workplace requirements and health and safety legislation to maintain safe work practices 1.3 Plan material trimming sequences according to work order
2. Trim engineered wood panels to size	2.1 Use equipment according to workplace health and safety procedures, manufacturer instructions and environmental protection practices 2.2 Set feed system to stop material automatically for trimming to be completed 2.3 Monitor trimming sequence until new engineered wood panel production run ceases 2.4 Check cuts for length within a set tolerance 2.5 Dispose of incorrect cuts, off-cuts and defective material according to environmental protection practices 2.6 Stack trimmed engineered wood panels safely in designated location according to work order
3. Complete operator maintenance	3.1 Lock out equipment according to workplace health and safety procedures 3.2 Check saw blades for bluntness or damage 3.3 Remove and replace saw blades according to manufacturer recommendations 3.4 Keep saw area clear of dust, off-cuts and debris according to workplace health and safety procedures 3.5 Record and report production outcomes, equipment faults and maintenance requirements to appropriate personnel

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Numeracy	• Identify quantities of required material within work orders, and count numbers of panels to be trimmed

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Skill	Description
	• Complete basic calculations of the required length to determine saw set-up • Measure finished dimensions against specifications and appropriate tolerances
Navigate the world of work	• Understand main tasks, responsibilities and boundaries of own role
Interact with others	• Use modes of communication suitable for the purpose to confirm and clarify understanding
Get the work done	• Recognise and respond to routine problems

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FWPWPP3235 Trim new engineered wood panels to size	FWPWPP3221 Trim new panels to size	Updated industry terminology, workplace health and safety requirements and foundation skills; clarified intent of the unit and assessment requirements; changed unit title and code for compliance and consistency with the updates.	Equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPWPP3235 Trim new engineered wood panels to size

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 4.0.

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit. There must be evidence that, on at least one occasion, the individual has:

- followed workplace health and safety requirements and environmental protection procedures for trimming new engineered wood products
- produced one or more of the following types of trimmed engineered wood panels according to individual work orders prescribing different lengths and tolerances and number of panels:
  - medium density fibreboard
  - laminated veneer
  - chipboard
  - fibreboard
  - plywood
  - continuous ply
- completed cutting patterns and sequences for single straight cuts and angles requiring one cutting pass set for multiple cuts of the same size
- stacked batches of cut panels in storage location according to a common length
- completed operator maintenance on the automated trimming saw used.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- health and safety hazards or risks related to trimming engineered wood panels with automated trimming saws, as identified through risk assessments, manufacturer technical information, regulations and industry health and safety guides
- workplace procedures specific to trimming new engineered wood panels to size:

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    - health and safety, with particular emphasis on equipment lockout, emergency procedures and use of personal protective equipment (PPE)
    - use of automated trimming saw
    - communication reporting lines
    - recording and reporting production outcomes, equipment faults and maintenance requirements
- environmental protection practices for engineered wood panel facilities:
    - reducing water and energy use
    - cleaning of plant, tools and equipment
    - disposing of, recycling and reusing timber and other waste
- typical engineered wood panel defects and how they affect the ability to produce quality trimmed panels:
    - warp
    - wane
    - cupping
    - shakes
    - insect defects
    - knots
    - resin pockets
- cutting patterns and sequences for single straight cuts and angles requiring one cutting pass
- range of industry standard lengths, cross-sections and tolerances and applicable terminology
- typical flow of material supply in and out of the trimming area
- storage layout and categories for stacking finished engineered wood panels
- purpose, features and operation of equipment used to trim new engineered wood panels to size:
    - automated trimming saws
    - conveyor belt systems
- methods for assessing saw blade condition and completing and basic non-specialist repair and maintenance for saws.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
    - skills must be demonstrated in an environment that accurately represents workplace conditions
- resources, equipment and materials:
    - automated trimming saws
    - maintenance tools and equipment for saws
    - consumable saw blades

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- PPE suitable for trimming engineered wood panels to size
- engineered wood panels suitable for trimming operations

- specifications:
  - manufacturer instructions for use and maintenance of equipment
  - work order with specific instructions for trimming and storing engineered wood panels
  - template documents for recording production outcomes, equipment faults and maintenance requirements
  - workplace procedures for trimming panels to size, including health and safety and emergency procedures and environmental protection procedures.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPWPP4202 Perform laboratory testing

Modification History

Release	Comment
1	Replaces equivalent unit FPIWPP4202B Perform laboratory testing, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format.

Application

This unit of competency describes the outcomes required to test blends, glues, additives, materials, products and any other entities produced by the enterprise, to ascertain causes of a problem or to improve techniques.

The unit applies to those performing laboratory testing in a forest and wood products factory setting.

No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Sawmilling and Processing

Timber Manufactured Products

Wood Panel Products

Timber Truss and Frame Design and Manufacture

Elements and Performance Criteria

Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.*
1. Prepare for testing.	1.1 Review work order and check with appropriate personnel. 1.2 Identify, clarify and follow safe work procedures for performing

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	laboratory testing. 1.3 Identify hazards and control risk in the work environment relevant to own role and responsibility. 1.4 Obtain type and quantity of items for testing. 1.5 Select and calibrate equipment and check for operational effectiveness in line with manufacturer's recommendations. 1.6 Plan testing process in line with site procedures.
2. Test samples.	2.1 Interpret and analyse problem or improvement requirement. 2.2 Prepare samples and identify manufacturing dates, times and batches from production records. 2.3 Establish, review and interpret test data. 2.4 Conduct test in line with industry standards. 2.5 Check results by further sampling and testing.
3. Evaluate and report test outcomes.	3.1 Evaluate test results for implications and impacts on production process. 3.2 Take action to rectify or improve upon test results achieved. 3.3 Communicate test results to production personnel to facilitate process control or changes. 3.4 Provide results to external authorities in line with registration systems. 3.5 Record and report testing process and equipment faults to appropriate personnel.

Foundation Skills

This section describes those core and employment skills that are essential to performance and are not explicit in the performance criteria.	
Numeracy skills to:	• interpret numerical data • use measuring instruments • estimate quantities when choosing samples for testing.
Reading skills to:	• follow written instructions.
Writing skills to:	• write reports of test results.

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Range of Conditions

Not Applicable

Unit Mapping Information

FPIWPP4202B Perform laboratory testing

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPWPP4202 Perform laboratory testing

Modification History

Release	Comment
1	Replaces equivalent unit FWPWPP4202B Perform laboratory testing, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format. Assessment requirements now specify the performance and knowledge evidence, as well as assessment conditions for this unit of competency. These sections simplify and replace components used in the previous unit format, including Required Skills and Knowledge, Evidence Guide and Range Statement.

Performance Evidence

A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit. If a specific volume or frequency is not stated below, then evidence must be provided that the following requirements have been performed on at least one occasion:

- safely and efficiently perform laboratory testing in line with work order and safe work procedure
- follow relevant legislative and regulatory requirements, codes of practice and workplace policies and procedures relevant to performing laboratory testing
- control risk to self, others and equipment
- set up and calibrate testing equipment
- evaluate impact of test outcomes on production outcomes
- record and report test results following workplace specific record keeping procedure.

Knowledge Evidence

A person competent in this unit must be able to demonstrate knowledge of:

- legislation, regulations, standards, codes of practice, site standards, policies and safe work procedures relevant to performing laboratory testing
- hazards and risks involved with performing laboratory testing, and how to control them
- environmental protection requirements, including the safe disposal of waste material
- safety data sheets relevant to ingredients and additives used in the laboratory testing process
- workplace specific sampling and testing techniques
- laboratory testing conditions and facilities

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- storage systems and labelling conventions relevant to items used in the laboratory testing process
- established communication channels and protocols for communicating with relevant personnel
- procedures for use and maintenance of laboratory testing equipment
- emergency procedures (fire, accident, serious equipment fault) relevant to own role and responsibility
- recording and reporting requirements and procedures including protocols for reporting results to external agencies (environmental agencies, local authorities or government bodies).

Assessment Conditions

The following resources must be made available:

- work order
- personal protective equipment
- safe work procedures
- safety data sheets (if relevant)
- first aid equipment
- laboratory testing equipment
- gauges
- hand tools used for laboratory testing
- relevant personnel for the purposes of communicating information
- documents, spreadsheets and commonly used proforma documents
- workplace specific samples to be used in the laboratory testing process.

Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting.

Assessor requirements

Assessors must:

- hold the appropriate assessor competency standards as outlined in regulations; and
- be able to demonstrate vocational competencies at least to the level being assessed; and
- be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and assessor competence.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPWPP4203 Plan and coordinate engineered wood panel production

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 4.0

Application

This unit of competency describes the skills and knowledge required to plan, coordinate and monitor production of engineered wood panels.

The unit applies to individuals who work as production supervisors in an engineered wood panel manufacturing facility. They generally demonstrate autonomy, judgement and limited responsibility in known or changing contexts and within established parameters.

All work must be carried out to comply with workplace procedures, according to state/territory health and safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Wood Panel Products

Timber Manufactured Products

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Plan engineered wood	1.1 Review engineered wood panel production schedule, workplace

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
panel production	health and safety requirements, environmental protection practices and emergency procedures, and confirm requirements with relevant personnel 1.2 Identify and report hazards and use personal protective equipment according to workplace requirements and health and safety legislation to maintain safe work practices 1.3 Inspect engineered wood panel characteristics and record and report variations to operators 1.4 Plan, schedule and communicate engineered wood panel type, sizes and production methods to operators 1.5 Maintain communication with operators as required, to ensure health and safety and production requirements are met
2. Monitor engineered wood panel production outcomes and record information	2.1 Monitor engineered wood panel production for effective forming, laminating or veneering outcomes and panel condition 2.2 Assist operators to evaluate engineered wood panels, identify faults and rectify production problems 2.3 Develop processes for rejecting and disposing of sub-standard engineered wood panels produced according to site procedures and environmental requirements 2.4 Monitor engineered wood panel production and output management and record possible process improvements
3. Coordinate engineered wood panel production and record information	3.1 Modify production methods or schedules as required, to ensure optimum performance 3.2 Communicate to operators and record production improvement modifications according to site procedures 3.3 Direct produced engineered wood panels to storage or transfer for further processing 3.4 Record and report engineered wood panel production data, output data, quality data and equipment faults according to record keeping procedure and site requirements

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Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Writing	• Complete operating logs and cutting records
Numeracy	• Interpret numerical data displayed on screens
Navigate the world of work	• Source, collect and organise data to inform product assembly schedules and process improvement
Interact with others	• Take responsibility for coordinating a team of operators for effective assembly operations
Get the work done	• Take responsibility for planning and organising own workload • Identify and rectify faults during the engineered wood panel production process • Consider how to schedule different production jobs

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FWPWPP4203 Plan and coordinate engineered wood panel production	FWPWPP4201 Plan and coordinate panel production	Updated industry terminology, workplace health and safety requirements and foundation skills; clarified intent of the unit and assessment requirements; changed unit title and code for compliance and consistency with the updates.	Equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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Assessment Requirements for FWPWPP4203 Plan and coordinate engineered wood panel production

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 4.0

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit. There must be evidence that, on at least one occasion, the individual has:

- planned and coordinated engineered wood panel production according to workplace health and safety requirements and environmental procedures
- monitored engineered wood panel production outcomes and identified and rectified production and equipment problems and faults
- recorded and reported production information including output, quality and faults
- modified production methods and schedules for engineered wood panel production
- communicated effectively and coordinated personnel to follow the planning, communications and scheduling required for the engineered wood panel production.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- workplace health and safety procedures, including personal protective equipment (PPE), site procedures, policies and site standards relevant to planning and coordinating engineered wood panel production
- environmental protection requirements, including the safe disposal of waste material
- hazards and risks associated with the engineered wood panel production process, and risk control strategies as identified through risk assessments, manufacturer technical information, regulations and industry health and safety guides
- types of engineered wood panels, including laminated, veneered, plywood, chipboard, fibreboard, medium density fibreboard; and characteristics, including panel type, size, surface treatment, thickness and grade
- engineered wood panel production methods, including:
  - mat-forming
  - daylight press process

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  - board laminating
  - pressing laminated ply
  - applying laminates or veneers
- establishing communication channels and protocols used to communicate with relevant operators
- problem identification and resolution strategies and common fault-finding techniques
- procedures for recording and reporting production, quality and fault information.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - computers, keyboards, printers and software used to prepare planning and production documents
  - PPE required for planning and coordinating engineered wood panel production
- specifications:
  - engineered wood panel production schedule
  - process improvement reports
  - record for equipment faults
  - workplace health and safety and emergency procedure for engineered wood panel production
  - environmental protection procedures
  - manual or computer-based information recording systems for recording production, quality and fault information
- relationships:
  - relevant personnel for the purposes of communicating information.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FSKLRG011 Use routine strategies for work-related learning

Modification History

Release	Comments
Release 1	This version first released with FSK Foundation Skills Training Package Version 2.0.

Application

This unit describes the skills and knowledge required to identify own learning goals and needs and develop a formal learning plan to participate in a vocational or workplace learning environment.

An individual performing these tasks works independently and uses familiar support resources as needed.

This unit applies to individuals who use, or are preparing to use, learning skills to complete workplace activities. This includes existing workers and individuals preparing for employment through vocational education and training. This unit should be integrated and contextualised with vocational training to support achievement of vocational competency.

This unit is aligned to, but does not fully address, the Australian Core Skills Framework (ACSF) learning core skill indicators .01 and .02 at level 3 in the workplace and employment domain of communication.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Learning

Elements and Performance Criteria

Element	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for learning	1.1 Identify work-related learning goals 1.2 Investigate and select a range of formal and informal learning

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Element	Performance Criteria
	pathways 1.3 Investigate a range of approaches to achieve goals, identifying strengths and limitations of approaches 1.4 Anticipate potential barriers to learning
2. Use strategies for learning	2.1 Identify and select work-related goal 2.2 Identify a preferred approach to achieving work-related learning goal 2.3 Identify and implement strategies to address barriers to achieving learning goal 2.4 Propose routine learning strategies to achieve learning goal 2.5 Identify and access a range of reliable support resources 2.6 Create and use a formal learning plan to implement strategies
3. Review own learning progress	3.1 Monitor progress against plan and reflect on actions and outcomes, identifying options for improvement 3.2 Seek feedback on learning progression 3.3 Identify areas for further learning and training

Foundation Skills

This section describes language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Mapping Information

Supersedes and is equivalent to FSKLRG11 Use routine strategies for work-related learning.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=f572fe10-a855-4986-9295-3852c771f178

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Assessment Requirements for FSKLRG011 Use routine strategies for work-related learning

Modification History

Release	Comments
Release 1	This version first released with FSK Foundation Skills Training Package Version 2.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- develop at least one formal learning plan to support the achievement of identified work-related learning goal and learning pathway
- check and review progress against plan on at least one occasion.
-

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- work related tasks requiring learning
- common barriers to learning and solutions to address barriers
- routine strategies to support learning goals
- own learning goals
- relevant education and training requirements for selected learning pathway options
- relevant support resources for personal learning goals and techniques to assess validity of source
- typical features of a formal learning plan
- approaches to check and respond to progress of learning plans.
-

Assessment Conditions

Competency is to be assessed in the workplace, a workplace simulated environment or a vocational training context.

Skills must be demonstrated using routine texts or tasks that reflect those typically found in a workplace.

The following resources are to be made available:

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- own familiar support resources.

Assessors must:

- satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards, and
- have sound knowledge of the ACSF and performance features of the ACSF level being assessed, and
- have demonstrable expertise, knowledge and skills in the vocational contextualisation and assessment of the core skill, learning, and
- have completed the following or equivalent:
  - TAESS00009 Address Foundation Skills in Vocational Practice Skill Set; or
  - a higher level education qualification, such as:
    - TAE80113 Graduate Diploma of Adult Language, Literacy and Numeracy Practice (and its equivalent TAE70111); or
    - Bachelor of Education, Graduate Certificate or Graduate Diploma of Education, or higher. This may include qualifications relating to TESOL, adult education or vocational education.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=f572fe10-a855-4986-9295-3852c771f178

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HLTAID003 Provide first aid

Modification History

Release	Comments
Release 6	Updated: • assessor requirements statement • foundation skills lead in statement • licensing statement • modification history to reflect 2012 standards Equivalent outcome.
Release 5	Updated mapping information. Changes to assessment requirements. Equivalent outcome.
Release 4	Updated mapping information. Equivalent outcome.
Release 3	Updated mapping information.
Release 2	Minor corrections to formatting to improve readability. Equivalent competency outcome.
Release 1	This version was released in *HLT Health Training Package release 1.0* and meets the requirements of the 2012 Standards for Training Packages. Significant changes to elements and performance criteria, changes to scope of unit. New evidence requirements for assessment. Removal of prerequisite unit.

Application

This unit describes the skills and knowledge required to provide a first aid response to a casualty. The unit applies to all workers who may be required to provide a first aid response in a range of situations, including community and workplace settings.

Specific licensing /regulatory requirements relating to this competency, including requirements for refresher training should be obtained from the relevant national/state/territory Work Health and Safety Regulatory Authorities.

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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements define the essential outcomes.	*Performance criteria specify the level of performance needed to demonstrate achievement of the element.*
1. Respond to an emergency situation	1.1 Recognise an emergency situation 1.2 Identify, assess and manage immediate hazards to health and safety of self and others 1.3 Assess the casualty and recognise the need for first aid response 1.4 Assess the situation and seek assistance from emergency response services
2. Apply appropriate first aid procedures	2.1 Perform cardiopulmonary resuscitation (CPR) in accordance with Australian Resuscitation Council (ARC) guidelines 2.2 Provide first aid in accordance with established first aid principles 2.3 Display respectful behaviour towards casualty 2.4 Obtain consent from casualty where possible 2.5 Use available resources and equipment to make the casualty as comfortable as possible 2.6 Operate first aid equipment according to manufacturer’s instructions 2.7 Monitor the casualty’s condition and respond in accordance with first aid principles
3. Communicate details of the incident	3.1 Accurately convey incident details to emergency response services 3.2 Report details of incident to workplace supervisor as appropriate 3.3 Maintain confidentiality of records and information in line with statutory and/or organisational policies

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ELEMENT	PERFORMANCE CRITERIA
Elements define the essential outcomes.	*Performance criteria specify the level of performance needed to demonstrate achievement of the element.*
4. Evaluate the incident and own performance	4.1 Recognise the possible psychological impacts on self and other rescuers involved in critical incidents 4.2 Participate in debriefing to address individual needs

Foundation Skills

The Foundation Skills describe those required skills (language, literacy, numeracy and employment skills) that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

No equivalent unit.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ced1390f-48d9-4ab0-bd50-b015e5485705

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Assessment Requirements for HLTAID003 Provide first aid

Modification History

Release	Comments
Release 6	Updated: • assessor requirements statement • foundation skills lead in statement • licensing statement • modification history to reflect 2012 standards Equivalent outcome.
Release 5	Updated mapping information. Changes to assessment requirements. Equivalent outcome.
Release 4	Updated mapping information. Equivalent outcome.
Release 3	Updated mapping information.
Release 2	Minor corrections to formatting to improve readability. Equivalent competency outcome.
Release 1	This version was released in *HLT Health Training Package release 1.0* and meets the requirements of the 2012 Standards for Training Packages. Significant changes to elements and performance criteria, changes to scope of unit. New evidence requirements for assessment. Removal of prerequisite unit.

Performance Evidence

e candidate must show evidence of the ability to complete tasks outlined in elements and performance criteria of this unit, manage tasks and manage contingencies in the context of the job role.

There must be evidence that the candidate has completed the following tasks in line with state/territory regulations, first aid codes of practice, Australian Resuscitation Council (ARC) guidelines and workplace procedures:

- Followed DRSABCD in line with ARC guidelines, including:

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  - performed at least 2 minutes of uninterrupted single rescuer cardiopulmonary resuscitation (CPR) (5 cycles of both compressions and ventilations) on an adult resuscitation manikin placed on the floor
  - performed at least 2 minutes of uninterrupted single rescuer CPR (5 cycles both compressions and ventilations) on an infant resuscitation manikin placed on a firm surface
  - responded appropriately in the event of regurgitation or vomiting
  - managed the unconscious breathing casualty
  - followed single rescue procedure, including the demonstration of a rotation of operators with minimal interruptions to compressions
  - followed the prompts of an Automated External Defibrillator (AED)
- Responded to at least two simulated first aid scenarios contextualised to the candidate's workplace/community setting, including:
  - conducted a visual and verbal assessment of the casualty
  - demonstrated safe manual handling techniques
  - post-incident debrief and evaluation
  - provided an accurate verbal or written report of the incident
- Applied first aid procedures for the following:
  - allergic reaction
  - anaphylaxis
  - bleeding control
  - choking and airway obstruction
  - envenomation, using pressure immobilisation
  - fractures, sprains and strains, using arm slings, roller bandages or other appropriate immobilisation techniques
  - respiratory distress, including asthma
  - shock

Knowledge Evidence

The candidate must be able to demonstrate essential knowledge required to effectively complete tasks outlined in elements and performance criteria of this unit, manage tasks and manage contingencies in the context of the work role. This includes knowledge of:

- State/Territory regulations, first aid codes of practice and workplace procedures including:
  - ARC Guidelines relevant to provision of CPR and first aid
  - safe work practices to minimise risks and potential hazards
  - infection control principles and procedures, including use of standard precautions
  - requirements for currency of skill and knowledge
- legal, workplace and community considerations including:
  - awareness of potential need for stress-management techniques and available support following an emergency situation
  - duty of care requirements

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  - respectful behaviour towards a casualty
  - own skills and limitations
  - consent
  - privacy and confidentiality requirements
  - importance of debriefing
- considerations when providing first aid including:
  - airway obstruction due to body position
  - appropriate duration and cessation of CPR
  - appropriate use of an AED
  - chain of survival
  - standard precautions
  - how to conduct a visual and verbal assessment of the casualty
- principles and procedures for first aid management of the following scenarios:
  - abdominal injuries
  - allergic reaction
  - anaphylaxis
  - basic care of a wound
  - bleeding control
  - burns
  - cardiac conditions, including chest pain
  - choking and airway obstruction
  - crush injuries
  - diabetes
  - dislocations
  - drowning
  - envenomation
  - environmental impact, including hypothermia, hyperthermia, dehydration and heat stroke
  - eye and ear injuries
  - fractures
  - febrile convulsions
  - head, neck and spinal injuries
  - minor skin injuries
  - needle stick injuries
  - poisoning and toxic substances
  - respiratory distress, including asthma
  - seizures, including epilepsy
  - shock
  - soft tissue injuries, including strains and, sprains
  - stroke

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  - unconsciousness
- basic anatomy and physiology relating to:
  - how to recognise a person is not breathing normally
  - chest
  - response/consciousness
  - upper airway and effect of positional change
  - considerations in provision of first aid for specified conditions

Assessment Conditions

Skills must be demonstrated working individually in an environment that provides realistic in-depth, industry-validated scenarios and simulations to assess candidates' skills and knowledge.

Assessment resources must include:

- adult and infant resuscitation manikins in line with ARC Guidelines for the purpose of assessment of CPR procedures
- adrenaline auto-injector training device
- AED training device
- placebo bronchodilator and spacer device
- roller bandages
- triangular bandages
- workplace First Aid kit
- workplace injury, trauma and/or illness record, or other appropriate workplace incident report form for written reports
- wound dressings

Simulated assessment environments must simulate the real-life working environment where these skills and knowledge would be performed, with all the relevant equipment and resources of that working environment.

Assessor requirements

Assessors must satisfy the Standards for Registered Training Organisations (RTOs) 2015/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ced1390f-48d9-4ab0-bd50-b015e5485705

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HLTAID011 Provide First Aid

Modification History

Not applicable.

Application

This unit describes the skills and knowledge required to provide a first aid response to a casualty in line with first aid guidelines determined by the Australian Resuscitation Council (ARC) and other Australian national peak clinical bodies.

The unit applies to all persons who may be required to provide a first aid response in a range of situations, including community and workplace settings.

Specific licensing/regulatory requirements relating to this competency, including requirements for refresher training should be obtained from the relevant national/state/territory Work Health and Safety Regulatory Authorities.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Respond to an emergency situation.	1.1. Recognise and assess an emergency situation. 1.2. Ensure safety for self, bystanders and casualty. 1.3. Assess the casualty and recognise the need for first aid response. 1.4. Seek assistance from emergency services.
2. Apply appropriate first aid procedures.	2.1. Perform cardiopulmonary resuscitation (CPR) in accordance ARC guidelines. 2.2. Provide first aid in accordance with established first aid principles. 2.3. Display respectful behaviour towards casualty. 2.4. Obtain consent from casualty where possible. 2.5. Use available resources and equipment to make the casualty as comfortable as possible. 2.6. Operate first aid equipment according to manufacturers' instructions. 2.7. Monitor the casualty's condition and respond in accordance with first aid principles.

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3. Communicate details of the incident.	3.1. Accurately convey incident details to emergency services. 3.2. Report details of incident in line with appropriate workplace or site procedures. 3.3. Complete applicable workplace or site documentation, including incident report form. 3.4. Maintain privacy and confidentiality of information in line with statutory or organisational policies.
4. Review the incident.	4.1. Recognise the possible psychological impacts on self and other rescuers and seek help when required. 4.2. Contribute to a review of the first aid response as required.

Foundation Skills

The Foundation Skills describe those required skills (language, literacy, numeracy and employment skills) that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

Supersedes and not equivalent to HLTAID003 Provide first aid

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ced1390f-48d9-4ab0-bd50-b015e5485705

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Assessment Requirements for HLTAID011 Provide First Aid

Modification History

Not applicable.

Performance Evidence

Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the workplace or community setting.

There must be evidence that the candidate has completed the following tasks in line with State/Territory regulations, first aid codes of practice, first aid guidelines determined by the Australian Resuscitation Council (ARC) and other Australian national peak clinical bodies and workplace or site procedures:

- managed, in line with ARC guidelines, the unconscious, breathing casualty including appropriate positioning to reduce the risk of airway compromise
- managed, in line with ARC guidelines, the unconscious, non-breathing adult, including:
  - performing at least 2 minutes of uninterrupted single rescuer cardiopulmonary resuscitation (CPR) (5 cycles of both compressions and ventilations) on an adult resuscitation manikin placed on the floor
  - following the prompts of an automated external defibrillator (AED) to deliver at least one shock
  - demonstrating a rotation of single rescuer operators with minimal interruptions to compressions
  - responding appropriately in the event of regurgitation or vomiting
- managed, in line with ARC guidelines, the unconscious, non-breathing infant, including:
  - performing at least 2 minutes of uninterrupted single rescuer CPR (5 cycles both compressions and ventilations) on an infant resuscitation manikin placed on a firm surface
- managed casualties, with the following:
  - anaphylaxis
  - asthma
  - non-life-threatening bleeding
  - choking
  - envenomation, using pressure immobilisation
  - fractures, dislocations, sprains and strains, using appropriate immobilisation techniques
  - minor wound cleaning and dressing
  - nosebleed
  - shock

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- responded to at least one simulated first aid incident contextualised to the candidate's workplace or community setting, where the candidate has no knowledge of the casualty's condition prior to starting treatment, including:
  - identifying the casualty's illness or injury through history, signs and symptoms
  - using personal protective equipment (PPE) as required
  - providing appropriate first aid treatment
  - conveying incident details to emergency services or advising casualty on any required post incident action
  - providing an accurate verbal and written report of the incident
  - reviewing the incident.

Knowledge Evidence

Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:

- guidelines and procedures including:
  - ARC guidelines relevant to the provision of first aid
  - first aid guidelines from Australian national peak clinical bodies
  - potential incident hazards and risk minimisation processes when providing first aid
  - infection control procedures, including use of standard precautions and resuscitation barrier devices
  - requirements for currency of skill and knowledge
  - first aid codes of practice
  - appropriate workplace or site procedures relevant to the provision of first aid
  - contents of first aid kits
- legal, workplace and community considerations including:
  - duty of care requirements
  - own skills and limitations
  - consent and how it relates to the conscious and unconscious casualty
  - privacy and confidentiality requirements
  - awareness of potential need for stress management techniques and available support for rescuers
- considerations when providing CPR, including:
  - upper airway and effect of positional change
  - appropriate duration and cessation of CPR
  - appropriate use of an AED
  - safety and maintenance procedures for an AED
  - chain of survival
  - how to access emergency services
- techniques for providing CPR to adults, children and infants including:
  - how to recognise that a casualty is unconscious and not breathing normally

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  - rate, ratio and depth of compressions and ventilations
  - correct hand positioning for compressions
  - basic anatomy, physiology and the differences between adults, children and infants relating to CPR
- signs, symptoms and management of the following conditions and injuries:
  - allergic reaction
  - anaphylaxis
  - asthma
  - non-life-threatening and life-threatening bleeding
  - burns
  - cardiac conditions, including chest pain
  - choking
  - diabetes
  - drowning
  - envenomation - all current treatments
  - eye injuries
  - fractures, dislocations, strains and sprains
  - head, neck and spinal injuries
  - hypothermia
  - hyperthermia
  - minor wounds
  - nose-bleed
  - poisoning
  - seizures
  - shock
  - sharps injuries
  - stroke.

Assessment Conditions

Each candidate to demonstrate skills in an environment that provides realistic in-depth, scenarios and simulations to assess candidates' skills and knowledge.

Due to the nature of this type of training, it is acceptable for the performance evidence to be collected in a simulated environment.

Compression and ventilation skills must be demonstrated on resuscitation manikins following ARC guidelines for the purpose of assessment of CPR procedures.

Assessment must ensure access to:

- adult and infant resuscitation manikins following ARC guidelines for the purpose of assessment of CPR procedures
- adrenaline auto-injector training device

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- AED training devices
- workplace first aid kit
- placebo bronchodilator and spacer device
- different types of wound dressings and bandages
- blankets and items to treat for shock
- personal protective equipment (PPE)
- workplace injury, trauma or illness record, or other applicable workplace or site incident report form.

Simulated assessment environments must simulate real-life situations where these skills and knowledge would be performed, with all the relevant equipment and resources of that workplace or community environment.

Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors and must hold this unit or demonstrate equivalent skills and knowledge to that contained within this unit.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ced1390f-48d9-4ab0-bd50-b015e5485705

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HLTAID013 Provide First Aid in remote or isolated site

Modification History

Not applicable.

Application

This unit describes the skills and knowledge required to provide a first aid response to a casualty in a remote or isolated site over an extended period of time until medical assistance is provided, or evacuation occurs.

This unit applies to any site where medical assistance is likely to be delayed.

First aid is to be provided in line with guidelines determined by the Australian Resuscitation Council (ARC) and other Australian national peak clinical bodies.

Specific licensing/regulatory requirements relating to this competency, including requirements for refresher training should be obtained from the relevant national/state/territory Work Health and Safety Regulatory Authorities.

Elements and Performance Criteria

ELEMENTS	**PERFORMANCE CRITERIA**
Elements describe the essential outcomes	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare equipment for first aid response in remote or isolated site.	1.1. Evaluate information about remote or isolated site and identify potential injuries and illnesses requiring extended management. 1.2. Select first aid equipment and resources to manage a range of potential incidents, according to organisational emergency response and first aid procedures. 1.3. Select communication equipment to facilitate emergency response in remote or isolated site. 1.4. Complete pre-departure safety and serviceability checks on equipment.
2. Assess the situation.	2.1. Recognise and assess an emergency situation. 2.2. Ensure safety for self, bystanders and casualty. 2.3. Assess casualty to determine extent of first aid response. 2.4. Identify need for medical assistance and relay initial and

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	concise information. 2.5. Triage when multiple casualties are involved.
3. Apply appropriate first aid procedures.	3.1. Perform single-rescuer or two-rescuer cardiopulmonary resuscitation (CPR) in accordance with the ARC guidelines and availability of rescuers. 3.2. Provide first aid in accordance with established first aid principles. 3.3. Display respectful behaviour towards casualty. 3.4. Obtain consent from casualty where possible. 3.5. Use available resources and equipment to make the casualty as comfortable as possible. 3.6. Operate first aid equipment according to manufacturers' instructions. 3.7. Monitor the casualty's condition and respond in accordance with first aid principles. 3.8. Assess need to evacuate casualty, ability to transport to medical assistance or need for external assistance. 3.9. Administer medication as required according to medical instructions.
4. Communicate details of the incident.	4.1. Accurately convey incident details to emergency services. 4.2. Report details of incident in line with appropriate workplace or site procedures. 4.3. Complete applicable workplace or site documentation, including incident report form. 4.4. Maintain privacy and confidentiality of records and information in line with applicable statutory or organisational policies.
5. Coordinate evacuation and first aid activities until assistance arrives.	5.1. Determine need, in consultation with external services, to evacuate casualty. 5.2. Provide accurate information about location of incident, number of casualties, their condition and their position to enable deployment of appropriate resources. 5.3. Continue to provide treatment using available resources until help arrives. 5.4. Prepare site for evacuation of patient. 5.5. On approach, assist emergency services to locate the site of the incident. 5.6. Follow instructions and provide assistance to emergency services personnel during evacuation.
6. Review the incident.	6.1. Recognise the possible psychological impacts on self and other rescuers and seek help when required. 6.2. Contribute to a review of the first aid response as required.

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Foundation Skills

The Foundation Skills describe those required skills (language, literacy, numeracy and employment skills) that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

Supersedes and not equivalent to HLTAID005 Provide first aid in remote situations.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ced1390f-48d9-4ab0-bd50-b015e5485705

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Assessment Requirements for HLTAID013 Provide First Aid in remote or isolated site

Modification History

Not applicable.

Performance Evidence

Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the workplace or community setting.

There must be evidence that the candidate has completed the following tasks in line with State/Territory regulations, first aid codes of practice, first aid guidelines determined by the Australian Resuscitation Council (ARC) guidelines and workplace or site procedures:

- managed, in line with ARC guidelines, the unconscious, breathing casualty including appropriate positioning to reduce the risk of airway compromise
- managed, in line with ARC guidelines, the unconscious, non-breathing adult including:
  - performing at least 2 minutes of uninterrupted single rescuer cardiopulmonary resuscitation (CPR) (5 cycles of both compressions and ventilations) on an adult resuscitation manikin placed on the floor
  - performing at least 2 minutes of ventilation and at least 2 minutes of compressions during a two-rescuer procedure on an adult resuscitation manikin placed on the floor
  - following the prompts of an automated external defibrillator (AED) to deliver at least one shock
  - responding appropriately in the event of regurgitation or vomiting
  - demonstrating a rotation of operators with minimal interruptions to compressions
- managed, in line with ARC guidelines, the unconscious, non-breathing infant, including:
  - performing at least 2 minutes of uninterrupted single rescuer CPR (5 cycles both compressions and ventilations) on an infant resuscitation manikin placed on a firm surface
- managed casualties, with the following:
  - anaphylaxis
  - asthma
  - non-life-threatening bleeding
  - choking
  - minor wound cleaning and dressing
  - nosebleed
  - shock
  - envenomation, using pressure immobilisation
  - fractures, dislocations, sprains and strains, using appropriate immobilisation techniques for remote situations and appropriate equipment improvisations

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  - head, neck and spinal injuries
  - hypothermia and hyperthermia
  - life threatening bleeding requiring use of tourniquets and haemostatic dressings
- responded to at least one simulated first aid incident contextualised to the candidate's workplace or community setting, where the candidate has no knowledge of the casualty's condition prior to starting treatment, including:
  - identifying the casualty's illness or injury through history, signs and symptoms
  - using personal protective equipment (PPE) as required
  - conducting a secondary survey assessment
  - assessing vital signs respirations, pulse, temperature
  - level of consciousness
  - providing appropriate first aid treatment
  - conveying incident details to emergency services or advising casualty on any required post incident action
  - providing an accurate verbal and written report of the incident
  - reviewing the incident
- conducted a basic triage for a multiple casualty incident.

Knowledge Evidence

Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:

- guidelines and procedures including:
  - ARC guidelines relevant to the provision of first aid
  - first aid guidelines from Australian national peak clinical bodies including those relevant to remote or isolated sites
  - potential incident hazards and risk minimisation processes when providing first aid
  - infection control procedures, including use of standard precautions and resuscitation barrier devices
  - requirements for currency of skill and knowledge
  - first aid codes of practice
  - appropriate workplace or site procedures relevant to the provision of first aid
  - contents of first aid kits
- legal, workplace and community considerations including:
  - duty of care requirements
  - own skills and limitations
  - consent and how it relates to the conscious and unconscious casualty
  - privacy and confidentiality requirements
  - awareness of potential need for stress management techniques and available support for rescuers
- in relation to the administration of medication

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  - legal requirements
  - the five rights
  - the responsibilities of the first aider
- considerations when providing CPR, including:
  - upper airway and effect of positional change
  - appropriate duration and cessation of CPR
  - appropriate use of an AED
  - safety and maintenance procedures for an AED
  - chain of survival
  - how to access emergency services
- techniques for providing CPR to adults, children and infants including:
  - how to recognise that a casualty is unconscious and not breathing normally
  - rate, ratio and depth of compressions and ventilations
  - correct hand positioning for compressions
  - basic anatomy, physiology and the differences between adults, children and infants relating to CPR
- signs, symptoms and management of the following conditions or injuries:
  - allergic reaction
  - anaphylaxis
  - asthma
  - non-life-threatening bleeding
  - burns
  - cardiac conditions, including chest pain
  - choking
  - diabetes
  - drowning
  - envenomation - all current treatments
  - eye injuries
  - fractures, dislocations, sprains and strains
  - head, neck and spinal injuries
  - hypothermia
  - hyperthermia
  - minor wounds
  - nose-bleed
  - poisoning
  - seizures
  - shock
  - sharps injuries
  - stroke
  - life threatening bleeding including use of tourniquets and haemostatic dressings

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- considerations when providing first aid including:
  - assessment, interpretation and documentation of vital signs, including normal clinical values for respirations, temperature, pulse and level of consciousness
  - how to conduct a secondary assessment of a casualty
  - basic triage processes
  - ongoing care requirements of casualty beyond initial treatment
- remote considerations in the provision of first aid, including:
  - the nature of remote or isolated sites and how this may impact on first aid management
  - key features, functions and limitations of different types of emergency communication equipment used in remote or isolated sites, and factors that affect choice:
    - radio equipment
    - mobile phones
    - satellite phones
    - alerting and tracking devices including personal locator beacons (PLBs)
  - management options relating to transporting casualty, including aero-medical evacuation
  - specific considerations contextualised to alpine, desert, marine, rural or remote settings and tropical environments
  - methods used to assist emergency services to locate incident sites and the key features, functions and limitations of resources used to assist:
    - verbal directions
    - flags
    - flares or smoke
    - fires
  - use of man-made and natural resources to supplement first aid equipment
  - content of remote area first aid kits
  - content of remote area medication boxes
- psychological impacts of first aid incidents on rescuers and how to seek help.
-

Assessment Conditions

Each candidate to demonstrate skills in an environment that provides realistic in-depth, scenarios and simulations to assess candidates' skills and knowledge.

Scenarios must concentrate on the significance of remote or isolated site circumstances.

Due to the nature of this type of training, it is acceptable for the performance evidence to be collected in a simulated environment.

Compression and ventilation skills must be demonstrated on resuscitation manikins following ARC guidelines for the purpose of assessment of CPR procedures.

Assessment must ensure access to:

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- adult and infant resuscitation manikin following ARC guidelines for the purpose of assessment of CPR procedures
- adrenaline auto-injector training device
- AED training devices
- placebo bronchodilator and spacer device
- haemostatic dressings
- haemostatic wound packing trainer
- thermometers
- tourniquets
- tourniquet trainer
- different types of wound dressings and bandages
- blankets and items to manage a casualty for shock
- personal protective equipment (PPE)
- workplace injury, trauma or illness record, or other appropriate workplace or site incident report form, which includes space for recording vital signs of casualties
- remote first aid kits
- immobilisation devices.

Simulated assessment environments must simulate real-life situations where these skills and knowledge would be performed, with all the relevant equipment and resources of that workplace or community environment.

Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors and must hold this unit or demonstrate equivalent skills and knowledge to that contained within this unit.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ced1390f-48d9-4ab0-bd50-b015e5485705

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HLTAID014 Provide Advanced First Aid

Modification History

Not applicable.

Application

This unit describes the skills and knowledge required to provide an advanced first aid response to a casualty in line with first aid guidelines determined by the Australian Resuscitation Council (ARC) and other Australian national peak clinical bodies.

The unit applies to all persons who may be required to provide an advanced first aid response in a range of situations, including community and workplace settings.

Specific licensing/regulatory requirements relating to this competency, including requirements for refresher training should be obtained from the relevant national/state/territory Work Health and Safety Regulatory Authorities.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1.Respond to an emergency situation.	1.1. Recognise and assess an emergency situation. 1.2. Ensure safety for self, bystanders and casualty. 1.3. Assess the casualty and recognise the need for first aid response. 1.4. Deploy resources to appropriate locations as required in line with appropriate workplace or site procedures. 1.5. Seek assistance from emergency services.
2. Apply appropriate first aid procedures.	2.1. Perform single-rescuer or two-rescuer cardiopulmonary resuscitation (CPR) in accordance with the ARC guidelines and availability of rescuers. 2.2. Provide first aid in accordance with established first aid principles. 2.3. Display respectful behaviour towards casualty. 2.4. Obtain consent from casualty where possible. 2.5. Use available resources and equipment to make the casualty as comfortable as possible. 2.6. Operate first aid and ancillary equipment according to manufacturers' instructions.

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	2.7. Monitor the casualty's condition and respond in accordance with first aid principles.
3. Coordinate first aid activities until arrival of medical assistance.	3.1. Identify available resources required and establish communication links with appropriate personnel, emergency services or medical assistance as appropriate. 3.2. Deploy required resources to appropriate locations in an efficient and effective manner to ensure timely treatment of casualties. 3.3. Monitor the condition of casualties in accordance with first aid principles and workplace or site procedures. 3.4. Coordinate evacuation of casualties according to relevant evacuation procedures.
4. Communicate details of the incident.	4.1. Accurately convey incident details to emergency services. 4.2. Report details of incident in line with appropriate workplace or site procedures. 4.3. Complete applicable workplace or site documentation, including incident report form. 4.4. Maintain privacy and confidentiality of information in line with statutory or organisational policies.
5. Review the incident.	5.1. Recognise the possible psychological impacts on self and other rescuers and seek help when required. 5.2. Arrange support services for personnel involved in the incident in accordance with relevant procedures. 5.3. Contribute to a review of the first aid response as required.

Foundation Skills

The Foundation Skills describe those required skills (language, literacy, numeracy and employment skills) that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

Supersedes and not equivalent to HLTAID006 Provide advanced first aid.

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Links

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Assessment Requirements for HLTAID014 Provide Advanced First Aid

Modification History

Not applicable.

Performance Evidence

Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the workplace or community setting.

There must be evidence that the candidate has completed the following tasks in line with State/Territory regulations, first aid codes of practice, first aid guidelines determined by the Australian Resuscitation Council (ARC) and other Australian national peak clinical bodies and workplace or site procedures:

- managed, in line with ARC guidelines, the unconscious, breathing casualty including appropriate positioning to reduce the risk of airway compromise
- managed in line with ARC guidelines, the unconscious, non-breathing adult including:
  - performing at least 2 minutes of uninterrupted single rescuer cardiopulmonary resuscitation (CPR) (5 cycles of both compressions and ventilations) on an adult resuscitation manikin placed on the floor
  - performing at least 2 minutes of ventilation and at least 2 minutes of compression during a two-rescuer procedure on an adult resuscitation manikin placed on the floor
  - following the prompts of an automated external defibrillator (AED) to deliver at least one shock
  - responding appropriately in the event of regurgitation or vomiting
  - demonstrating a rotation of operators with minimal interruptions to compressions
- managed, in line with ARC guidelines, the unconscious, non-breathing infant, including:
  - performing at least 2 minutes of uninterrupted single rescuer CPR (5 cycles both compressions and ventilations) on an infant resuscitation manikin placed on a firm surface
- managed casualties, with the following:
  - anaphylaxis
  - asthma
  - non-life-threatening bleeding
  - choking
  - envenomation, using pressure immobilisation
  - fractures, dislocations, sprains and strains, using appropriate immobilisation techniques
  - minor wound cleaning and dressing
  - nosebleed

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  - shock
  - life threatening bleeding requiring use of tourniquets and haemostatic dressings
- responded to at least two simulated first aid incidents, one medical and one trauma contextualised to the candidate's workplace or community setting, where the candidate has no knowledge of the casualty's condition prior to starting treatment, including:
  - identifying the casualty's illness or injury through history, signs and symptoms
  - using personal protective equipment (PPE) as required
  - conducting a secondary survey assessment
  - assessing vital signs respirations, pulse, temperature
  - level of consciousness
  - providing appropriate first aid treatment
  - conveying incident details to emergency services or advising casualty on any required post-incident action
  - providing an accurate verbal and written report of the incident
  - reviewing the incident
- coordinated a team of people to respond to a multiple casualty incident, including:
  - conducting a basic triage
  - demonstrating effective use of resources
  - demonstrating effective planning techniques
  - moving casualties using suitable extraction method and device and safe manual handling techniques.

Knowledge Evidence

Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:

- guidelines and procedures including:
  - ARC guidelines relevant to the provision of first aid
  - first aid guidelines from Australian national peak clinical bodies
  - potential incident hazards and risk minimisation processes when providing first aid
  - infection control procedures, including use of standard precautions and resuscitation barrier devices
  - requirements for currency of skill and knowledge
  - first aid codes of practice
  - appropriate workplace or site procedures relevant to the provision of first aid
  - contents of first aid kits
- legal, workplace and community considerations including:
  - duty of care requirements
  - own skills and limitations
  - consent and how it relates to the conscious and unconscious casualty
  - privacy and confidentiality requirements

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    - awareness of potential need for stress management techniques and available support for rescuers
- in relation to the administration of medication
    - legal requirements
    - the five rights
    - the responsibilities of the first aider
- considerations when providing CPR, including:
    - upper airway and effect of positional change
    - appropriate duration and cessation of CPR
    - appropriate use of an AED
    - safety and maintenance procedures for an AED
    - chain of survival
    - how to access emergency services
- techniques for providing CPR to adults, children and infants including:
    - how to recognise that a casualty is unconscious and not breathing normally
    - rate, ratio and depth of compressions and ventilations
    - correct hand positioning for compressions
    - basic anatomy, physiology and the differences between adults, children and infants relating to CPR
- considerations when providing first aid, including:
    - assessment, interpretation and documentation of vital signs, including normal clinical values for respirations, temperature, pulse and level of consciousness
    - how to conduct a secondary assessment of a casualty
    - basic triage processes
    - procedures for dealing with casualties who are aged or infirm
    - procedures for first aid management when dealing with major and minor accidents in the workplace or site
    - procedures when providing first aid to children
    - use of ancillary first aid equipment
    - co-ordination of resources
    - contents of first aid kits
- signs, symptoms and management of the following conditions or injuries:
    - abdominal injuries
    - allergic reaction
    - anaphylaxis
    - asthma
    - non-life-threatening bleeding
    - life-threatening bleeding including use of tourniquets and haemostatic dressings
    - burns
    - cardiac conditions, including chest pain

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  - childbirth
  - choking
  - crush injuries
  - diabetes
  - drowning
  - ear injuries and bleeding from the ear
  - envenomation - all current treatments
  - eye injuries
  - fractures, dislocations, strains and sprains
  - head, neck and spinal injuries
  - hypothermia
  - hyperthermia
  - minor wounds
  - nose-bleed
  - poisoning
  - seizures
  - shock
  - sharps injuries
  - stroke
- substance misuse, including prescription and illicit drugs and alcohol
- psychological impacts of first aid incidents on rescuers and how to seek help.

Assessment Conditions

Each candidate to demonstrate skills in an environment that provides realistic in-depth, scenarios and simulations to assess candidates' skills and knowledge.

Due to the nature of this type of training, it is acceptable for the performance evidence to be collected in a simulated environment.

Compression and ventilation skills must be demonstrated on resuscitation manikins following ARC guidelines for the purpose of assessment of CPR procedures.

Assessment must ensure access to:

- adult and infant resuscitation manikins following ARC guidelines for the purpose of assessment of CPR procedures
- adrenaline auto-injector training device
- AED training devices
- haemostatic dressings
- haemostatic wound packing trainer
- placebo bronchodilator and spacer device
- thermometers
- tourniquet trainer
- tourniquets

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- different types of wound dressings and bandages
- blankets and items to treat for shock
- personal protective equipment (PPE)
- workplace injury, trauma or illness record, or other applicable workplace or site incident report form, which includes space for recording vital signs of casualties
- workplace first aid kits
- immobilisation and extrication devices.

Simulated assessment environments must simulate real-life situations where these skills and knowledge would be performed, with all the relevant equipment and resources of that workplace or community environment.

Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors and must hold this unit or demonstrate equivalent skills and knowledge to that contained within this unit.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ced1390f-48d9-4ab0-bd50-b015e5485705

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HLTAID016 Manage first aid services and resources

Modification History

Not applicable.

Application

This unit describes the skills and knowledge required to establish, maintain and facilitate the provision of appropriate first aid in the workplace.

The unit applies to workers in nominated occupational first aid or management roles.

Specific licensing/regulatory requirements relating to this competency, including requirements for refresher training should be obtained from the relevant national/state/territory Work Health and Safety Regulatory Authorities.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Determine workplace first aid requirements.	1.1. Identify workplace hazards and assess associated risks as a basis for determining first aid resource requirements. 1.2. Identify first aid equipment, resources and personnel required to address workplace requirements. 1.3. Develop first aid action plans in consultation with relevant parties. 1.4. Provide information to minimise risk and enable access to first aid facilities.
2. Establish and maintain workplace first aid facilities.	2.1. Monitor and maintain availability of first aid equipment and personnel to support workplace first aid response. 2.2. Conduct inspections of first aid stock and equipment to ensure currency and operational readiness in line with workplace requirements. 2.3. Ensure equipment is recovered and reprocessed and that waste is disposed of safely according to legislative and workplace procedures. 2.4. Ensure equipment and resources are stored and maintained in line with relevant legislation and manufacturers' or suppliers' instructions. 2.5. Deploy appropriate equipment and personnel to ensure

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	timely and effective first aid response in line with workplace requirements.
3. Maintain workplace first aid records.	3.1. Ensure documentation is completed in line with legislation and workplace procedures. 3.2. Maintain first aid records in line with legislative requirements and workplace security practices. 3.3. Send relevant documents to appropriate bodies in line with workplace and legislative requirements. 3.4. Maintain privacy and confidentiality of records and information in line with privacy legislation and organisational policies.
4. Review the provision of first aid in the workplace.	4.1. Participate in incident debriefing or evaluation to improve future operations and address individual needs. 4.2. Evaluate management of workplace first aid incidents in relation to required equipment, personnel, current organisational procedures and individual first aid action plans. 4.3. Contribute to the review of workplace policies and procedures in accordance with risk assessment and evaluation of first aid provision.

Foundation Skills

The Foundation Skills describe those required skills (language, literacy, numeracy and employment skills) that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

Supersedes and is equivalent to HLTAID008 Manage first aid services and resources

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ced1390f-48d9-4ab0-bd50-b015e5485705

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Assessment Requirements for HLTAID016 Manage first aid services and resources

Modification History

Not applicable.

Performance Evidence

Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role.

There must be evidence that the candidate has completed the following tasks in line with State or Territory regulations, first aid codes of practice, Australian Resuscitation Council (ARC) guidelines and workplace procedures:

- conducted a workplace risk assessment and evaluation of first aid provisions
- developed a first aid action plan including strategies for management of incidents and individuals needs in accordance with workplace policies and procedures
- used a first aid checklist to service a workplace first aid kit for supplies' replacement and equipment maintenance
- maintained first aid equipment and resources according to manufacturers' instructions
- used and maintained documentation required by the workplace and regulatory authorities.

Knowledge Evidence

Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:

- state/territory regulations, first aid codes of practice and workplace procedures including:
  - workplace requirements for first aid provision in line with the relevant state/territory Work Health and Safety requirements
  - duty of care in relation to first aid provision
  - safe work practices to deal with risks and potential hazards including manual handling, hazardous substances, dangerous goods and chemicals
  - infection control principles and procedures, including use of standard precautions based on incident
  - requirements for currency of skill and knowledge
- legal, workplace or community issues relating to the provision of first aid including:
  - awareness of potential need for stress-management techniques and available support following an emergency situation
  - consent
  - capabilities of emergency management services
  - privacy and confidentiality requirements

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- importance of debriefing.

Assessment Conditions

Skills must be demonstrated in an environment that provides realistic in-depth, scenarios and simulations to assess candidates' skills and knowledge.

Assessment must ensure access to:

- first aid kit and contents checklist
- workplace injury, trauma and/or illness record, or other applicable workplace or site incident report form
- relevant State or Territory Work Health and Safety First Aid Code of Practice.

Simulated assessment environments must simulate the real-life working environment where these skills and knowledge would be performed, with all the relevant equipment and resources of that working environment, including workplace resources required by the relevant state/territory Work Health and Safety Regulatory Authority.

Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ced1390f-48d9-4ab0-bd50-b015e5485705

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ICTSUS804 Use ICT to improve sustainability outcomes

Modification History

Release	Comments
Release 1	This version first released with ICT Information and Communications Technology Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to use ICT tools and technologies to improve sustainability outcomes for a range of industries through monitoring and reporting on greenhouse gas emissions.

It applies to individuals with a high level of autonomy who are excellent communicators with telecommunications and systems skills and management abilities.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Sustainability

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Design and manage a sustainability audit	1.1 Use audit tool that reflects criteria of benchmark, nature of risks, relevant information and data types, evaluation of performance and legislative requirements 1.2 Define scope, objectives and benchmarks for audit in consultation with relevant stakeholders 1.3 Document requirements for audit resources, timing, schedule and responsibilities consistent with industry best practice and

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ELEMENT	PERFORMANCE CRITERIA
	relevant standards 1.4 Ensure collection strategies are objective and systematic, and that information and data is valid and reliable 1.5 Report outcomes clearly and concisely, including benefits to be achieved by adoption of audit recommendations
2. Monitor energy consumption and emissions	2.1 Analyse requirements of National Greenhouse and Energy Reporting System (NGERS) and other relevant legislation and industry standards in relation to a range of industries and needs of specific organisations 2.2 Identify links with functional areas and environmental management systems to ensure comprehensive information and data collection 2.3 Determine hardware and software required for collecting, collating, analysing and reporting emissions-related information and data 2.4 Factor requirement for an external audit into the monitoring proposal 2.5 Critically evaluate energy consumption and emissions data 2.6 Develop improvement strategies based on review of data 2.7 Use industry best practice as quality benchmark
3. Develop ICT solutions to improve sustainability outcomes	3.1 Research and analyse mitigation and adaptation strategies appropriate for a range of industries 3.2 Benchmark and document performance expectations in consultation with relevant stakeholders 3.3 Develop and document technical specifications including hardware, software, networking, interface and security and hazard management requirements 3.4 Determine timelines, resources and costs for implementation and ongoing monitoring and maintenance 3.5 Analyse impact of ICT solution in relation to performance benchmarks 3.6 Analyse opportunities and develop recommendations to improve sustainability of enterprise products, services and processes 3.7 Present report for client sign-off

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Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1, 2.1, 2.2, 2.5-2.7, 3.3	• Identifies, analyses and evaluates complex textual information to inform sustainability solutions
Writing	1.2, 1.3, 1.5, 2.4, 2.6, 3.2, 3.3, 3.6, 3.7	• Produces detailed reports and related documentation and develops recommendations using precise language and specialised terminology to convey understanding of outcomes
Oral Communication	1.2, 1.5, 3.2, 3.7	• Articulates clearly using specific language suitable to client and stakeholder audiences to convey requirements, and uses listening and questioning techniques to confirm understanding
Numeracy	1.1, 2.5, 3.4	• Uses mathematical formulae to plan budgetary requirements and evaluate timelines for solution implementation and ongoing monitoring requirements • Interprets complex energy consumption and emissions data to identify workplace improvements
Navigate the world of work	1.1, 1.3, 2.1	• Recognises and responds to both explicit and implicit organisational procedures and protocols and legislative/regulatory requirements
Get the work done	1.1-1.4, 2.2, 2.3	• Develops flexible plans for complex, high impact activities with strategic implications involving diverse stakeholders with potentially competing demands • Takes responsibility for defining key aspects of own workload, balancing own needs and priorities with those of the work group • Systematically gathers and analyses all relevant information and evaluates options to make high-impact and informed decisions • Considers strategic and operational potential of digital trends to achieve work goals, enhance work processes, create opportunities and reduce risks

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Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
ICTSUS804 Use ICT to improve sustainability outcomes	ICTSUS7235A Use ICT to improve sustainability outcomes	Updated to meet Standards for Training Packages. Recoded and minor changes to PC's to meet AQF requirements.	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=a53af4e4-b400-484e-b778-71c9e9d6aff2

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Assessment Requirements for ICTSUS804 Use ICT to improve sustainability outcomes

Modification History

Release	Comments
Release 1	This version first released with ICT Information and Communications Technology Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- audit and critically analyse patterns of energy use
- develop monitoring and reporting systems that comply with regulatory requirements
- develop a workable implementation strategy
- formulate solutions to improve sustainability outcomes
- develop benchmarks for reviewing and improving performance.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- explain auditing sustainability processes and practices
- discuss corporate social responsibility
- describe development processes and practices
- clarify hazard identification and control
- explain industry standards
- discuss the legislative framework underpinning sustainability
- summarise principles, practices and available tools and techniques of sustainability management relevant to a range of industries
- outline relevant international business and organisational standards
- discuss sustainability from a local, national and international perspective
- summarise sustainability including ecological, economic and social issues
- discuss technical performance measurements.

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Assessment Conditions

Gather evidence to demonstrate consistent performance in conditions that are safe and replicate the workplace. Noise levels, production flow, interruptions and time variances must be typical of those experienced in the Telecommunications – Sustainability industry and include access to:

- relevant reports, legislation, regulations and standards
- suitable hardware, software, resources and equipment
- internet connection with suitable bandwidth
- relevant documentation including manufacturers' technical specifications.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=a53af4e4-b400-484e-b778-71c9e9d6aff2

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LGACOM401A Administer contracts

Modification History

LGACOM401A Release 2: Layout adjusted.

LGACOM401A Release 1: Primary release.

Unit Descriptor

This unit covers the administration, monitoring and transition of contracts.

Application of the Unit

This unit supports the attainment of skills and knowledge required for competent workplace performance in councils of all sizes. Knowledge of the legislation and regulations within which councils must operate is essential. The unique nature of councils, as a tier of government directed by elected members and reflecting the needs of local communities, must be appropriately reflected.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

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 required performance needed to demonstrate achievement of the element. Where ***bold italicised*** text is used, further information is detailed in the Range Statement. Assessment of performance is to be consistent with the Evidence Guide.

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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Establish administration procedures	1.1 Administrative processes for contracts are implemented according to council quality improvement 1.2 Contract requirements are confirmed with relevant contract personnel. 1.3 Complaint system is established according to council policy and procedures. 1.4 Consistent and accurate records of contract progress are maintained.
2 Monitor contract time frame and specifications	2.1 Regular inspections of contract services are undertaken to ensure compliance with specifications and program for completion. 2.2 Regular planned progress meetings are held and documented between all contract personnel to ensure problems are identified and resolved early. 2.3 Variations between the specified scope of services and the contract are identified and documented, and relevant personnel are notified without delay. 2.4 Testing of services in progress is carried out as required by the contract and in accordance with legislation, regulations and council policy.
3 Monitor costs	3.1 Contract costs are monitored on a regular basis to ensure that the service is carried out in accordance with financial and contractual requirements. 3.2 Payments for contract services are authorised in accordance with the conditions of contract and delegation of officer. 3.3 Transaction costs are monitored through an established system.
4 Resolve contractual disputes	4.1 Disagreements are investigated to identify cause and validity. 4.2 Terms of resolution are negotiated and agreed. 4.3 Contract provisions for dispute resolution are followed. 4.4 Legal and management advice is sought at an early stage of any dispute to ensure that the contractor has a clear understanding of the council's legal position and that the council is not exposed to undue legal risk. 4.5 Appropriate legal advice is sought at any stage in order to clarify any technical aspects of a dispute.
5 Implement contract transition	5.1 Contract conditions and responsibilities are reviewed with relevant personnel to ensure satisfactory completion of contract.

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ELEMENT	PERFORMANCE CRITERIA
	5.2 Contract completion is authorised in writing to confirm completed services have been undertaken according to contract objectives and specifications.
	5.3 Final statement is reconciled.
	5.4 Contractor performance and level of service are evaluated against agreed benchmark.
	5.5 End-of-service or renewed contracts are coordinated to meet council requirements.
	5.6 Quality of contract documentation is assessed.

Required Skills and Knowledge

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

Required Skills

- negotiation and liaison across a range of internal and external customers
- contingency management
- contract interpretation
- project management
- conflict resolution
- client interaction
- financial and time management

Required Knowledge

- relevant legislation, regulations, codes of practice and policies applicable to the industry and the council, including those relating to environmental/sustainable practice and OHS
- relevant systems and procedures to aid in the achievement of sustainable practice
- contract procedures
- contract law
- knowledge of the contract service
- performance standards and analysis
- complaint procedures
- costing processes

Evidence Guide

Overview of assessment A person who demonstrates competency in this unit will be

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requirements	able to perform the outcomes described in the Elements to the required performance level detailed in the Performance Criteria. The knowledge and skill requirements described in the Range Statement must also be demonstrated. For example, knowledge of the legislative framework and safe work practices that underpin the performance of the unit are also required to be demonstrated.
Critical aspects of evidence to be considered	• Maintenance of files relating to records of meetings, payments, progress reports, file notes and discussions. • Effective communication with the contractor. • Monitoring of industry changes. • Making recommendations covering a range of contracts. • Maintenance of WorkCover, OHS and audit processes and up-to-date insurance files. • Monitoring relevant laws, by laws and regulations or best practice on environmental performance and sustainability
Context of assessment	On the job or in a simulated work environment.
Method of assessment	The following assessment methods are suggested: • observation of the learner performing a range of workplace tasks over sufficient time to demonstrate handling of a range of contingencies • written and/or oral questioning to assess knowledge and understanding • completion of workplace documentation • third-party reports from experienced practitioners • completion of self-paced learning materials including personal reflection and feedback from trainer, coach or supervisor.
Evidence required for demonstration of consistent performance	Evidence will need to be gathered over time across a range of variables.
Resource implications	Access to a workplace or simulated case study that provides such resources as: • a range of council contract documentation and records • relevant commercial law texts on contracts • relevant council policies and procedures documents.

Range Statement

The Range Statement relates to the Unit of Competency as a whole. It allows for different

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work environments and situations that may affect performance. ***Bold italicised*** wording in the Performance Criteria is detailed below.

Administrative processes for contracts may include:	• supervision • management • monitoring • overseeing
Records of contract progress may include:	• photographs • data • progress reports • customer surveys • minutes of meetings
Services may include:	• product • maintenance • supply • cleaning • waste • research • environmental initiatives • civil • child care • other council services
Testing may include:	• samples • routine checks • audits • observations • meetings • laboratory
Payments may include:	• progressive • lump sum
Conditions of contract may include:	• tender documentation • maintenance plan • compliance with sustainable practice guidelines • defects liability
Contractor performance is evaluated in terms of:	• adherence to timelines and estimated costs • progress towards objectives • adherence to quality standards, environmental and sustainability standards and OHS and EEO practices

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Unit Sector(s)

Administration.

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LGACOM409A Prepare tender documentation

Modification History

LGACOM409A Release 2: Layout adjusted. No changes to content.

LGACOM409A Release 1: Primary release.

Unit Descriptor

This unit covers the scoping of contract services, the preparation of tender documentation and the calling for tenders.

Application of the Unit

This unit supports the attainment of skills and knowledge required for competent workplace performance in councils of all sizes. Knowledge of the legislation and regulations within which councils must operate is essential. The unique nature of councils, as a tier of government directed by elected members and reflecting the needs of local communities, must be appropriately reflected.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

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 required performance needed to demonstrate achievement of the element. Where ***bold italicised*** text is used, further information is detailed in the Range Statement. Assessment of performance is to be consistent with the Evidence Guide.

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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Identify the extent and nature of services to be contracted	1.1. Scope of the ***services*** is confirmed and reviewed to ensure ***parameters*** meet current requirements. 1.2. Statutory and council requirements are identified to determine available options. 1.3. Detailed parameters are specified to enable a complete brief to be prepared. 1.4. The extent of the contract package is determined.
2. Select appropriate method for tender	2.1. Area to be contracted is examined. 2.2. Contract options are identified and analysed. 2.3. Benefits, costs and opportunities of each option are identified. 2.4. Appropriate contract option is selected.
3. Prepare tender specifications according to council and Australian standards	3.1. Complete and detailed service specifications are prepared consistent with council policy and Australian standards and based on service profile and review. 3.2. ***Legislative***, environmental, sustainability practices, occupational health and safety and risk management requirements are applied. 3.3. Quality assurance methods are applied to the preparation of service specifications. 3.4. Service specifications are prepared in consultation with relevant staff that complement required outcomes. 3.5. Details on methods, standards, materials, products, contractors and performance period are provided by quality service specifications, as applicable.
4. Prepare evaluation criteria	4.1. A tender review panel or team is selected from appropriate personnel. 4.2. Criteria are established based on the specifications, product and service required. 4.3. Criteria are written clearly to enable bids to be compared. 4.4. Criteria are ranked against council procedures.
5. Prepare tender document	5.1. ***Tender documents*** are ***prepared*** clearly and concisely. 5.2. Tender documents are prepared that enable competitive pricing of products. 5.3. Tender documents are designed to enable valid ***comparisons*** between tenders received.
6. Invite tenders	6.1. Invitations are prepared based on the type of tendering method used.

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ELEMENT	PERFORMANCE CRITERIA
	6.2. Source list is prepared according to council procedures.
	6.3. ***Advertisement*** is prepared and placed according to the tender method.

Required Skills and Knowledge

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

Required Skills

- report and specification writing
- qualitative and quantitative research
- analytical
- consultation with relevant personnel
- specification interpretation
- negotiation with relevant internal and external people
- observation of protocol and probity policies

Required Knowledge

- relevant council policies, procedures and codes of conduct
- sustainability practices
- quality assurance systems
- relevant Australian and industry standards
- statutory and council tender requirements
- contractual processes
- industrial agreements
- statutory council requirements
- tendering codes of practice
- national competition policy

Evidence Guide

Overview of assessment requirements	A person who demonstrates competency in this unit will be able to perform the outcomes described in the Elements to the required performance level detailed in the Performance Criteria. The knowledge and skill requirements described in the Range Statement must also be demonstrated. For example, knowledge of the legislative framework and safe work practices that underpin the performance of the unit are also

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	required to be demonstrated.
Critical aspects of evidence to be considered	• Contract authorisation process is undertaken • Appropriate advertisement is placed • Required specifications are produced • Conditions of contract are produced • Industry standard conditions of contract are applied • Confidentiality and probity are observed for both in-house bids and/or external tenders
Context of assessment	On the job or in a simulated work environment.
Method of assessment	The following assessment methods are suggested: • observation of the learner performing a range of workplace tasks over sufficient time to demonstrate handling of a range of contingencies • written and/or oral questioning to assess knowledge and understanding • completion of workplace documentation • third-party reports from experienced practitioners • completion of self-paced learning materials including personal reflection and feedback from trainer, coach or supervisor
Evidence required for demonstration of consistent performance	Evidence will need to be gathered over time across a range of variables.
Resource implications	Access to a workplace or simulated case study that provides the following resources: • relevant council policies and procedures • national competition policy information

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.

Services may include:	• works • function • provision • community expectations
Parameters may include:	• budget range

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	• council resources • level of risk • council policies, such as 'buy local'
Tendering methodology may include:	• lump sum • unit rate • partnership • services process
Tendering method may include:	• expression of interest • public tender • invitation • verbal • written • in-house bid • select tender
Advertisement may include:	• newspaper • in-house • trade magazines • according to council policy
Legislative requirements may include:	• WorkCover • risk management • occupational health and safety • sustainability • equal employment opportunity • sexual harassment • public liability • professional indemnity • evidence of insurance cover • quality assurance
Tender documents may include:	• general conditions • special clauses • technical conditions • standard specifications • code of tendering • statutory declaration • evaluation criteria • drawings • implementation plan • legislative amendments • legal endorsement
Comparative statement may include:	• matrix • data

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	• criteria • compliance • score
Formalisation may include:	• contract signing procedure • preliminary deposits
Evaluation may include:	• previous projects • verification of quality accreditation • capacity • capability • risk • security • service

Unit Sector(s)

Administration.

Competency field

Not applicable.

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LGACOM502B Devise and conduct community consultations

Modification History

LGACOM502B Release 2: Layout adjusted. Range statement edited.

LGACOM502B Release 1: Primary release.

Unit Descriptor

This unit covers devising and conducting community consultations and reporting on results. The vital and unique responsibility councils have to engage and consult with communities in order to respond to the needs of the community in a timely and effective manner is recognised.

Application of the Unit

This unit supports the attainment of skills and knowledge required for competent workplace performance in councils of all sizes. Knowledge of the legislation and regulations within which councils must operate is essential. The unique nature of councils, as a tier of government directed by elected members and reflecting the needs of local communities, must be appropriately reflected.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

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 required performance needed to demonstrate achievement of the element. Where ***bold italicised*** text is used, further information is detailed in the Range Statement. Assessment of performance is to be

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consistent with the Evidence Guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Devise consultation strategies	1.1. A range of consultation strategies is identified and assessed for suitability. 1.2. ***Interested and affected parties*** are identified. 1.3. ***Resources*** required to conduct consultation are assessed. 1.4. ***Consultation strategies*** are chosen that ***enable and encourage relevant groups*** or individuals to be involved. 1.5. ***Legislative*** and council requirements are reviewed to ensure strategies meet all criteria.
2. Conduct consultations	2.1. ***Information*** is prepared that is clear, accurate and appropriate to the needs of all parties. 2.2. All people involved in conducting the consultations are briefed on the process of consultation and the parties involved. 2.3. ***Information is presented*** to affected parties at an appropriate time and place. 2.4. ***Access and equity*** requirements are implemented in the consultations. 2.5. Measures to expedite community consultation are taken to ensure consultation occurs within an identified time frame. 2.6. Consultation is undertaken in an orderly manner to ensure all viewpoints are canvassed.
3. Record, analyse and report on results	3.1. Public consultation responses and processes are formatted to enable informed decision making to proceed. 3.2. Appropriate suggestions for improvement are incorporated into design parameters. 3.3. Summaries of responses and adopted amendments are provided to interested parties to ensure public consultation is recognised. 3.4. Other issues raised during consultation are directed to relevant department or person to respond to community concern. 3.5. An accurate report on community consultation that includes recommendations is prepared to enable informed decision making to occur.

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ELEMENT	PERFORMANCE CRITERIA
	3.6. The overall effectiveness of the consultation process is reviewed and evaluated and action is taken where necessary.

Required Skills and Knowledge

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

Required Skills

- consultation, presentation, negotiation and report writing
- research
- planning and organising
- information gathering and analysis

Required Knowledge

- relevant council policies and procedures
- relevant legislation, including planning and anti-discrimination
- relevant sections of local government act
- access and equity issues
- strategies for consultation
- codes of conduct and ethics

Evidence Guide

Overview of assessment requirements	A person who demonstrates competency in this unit will be able to perform the outcomes described in the Elements to the required performance level detailed in the Performance Criteria. The knowledge and skill requirements described in the Range Statement must also be demonstrated. For example, knowledge of the legislative framework and safe work practices that underpin the performance of the unit are also required to be demonstrated.
Critical aspects of evidence to be considered	The demonstrated ability to devise and conduct community consultations where: • consultation ensures council's image or reputation is maintained or enhanced • community consultation produces valid and useful information

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Context of assessment	Assessment of performance requirements in this unit should be undertaken within the context of the local government framework. Competency is demonstrated by performance of all stated criteria, including the Range of Variables applicable to the workplace environment.
Method of assessment	The following assessment methods are suggested: • observation of the learner performing a range of workplace tasks over sufficient time to demonstrate handling of a range of contingencies • written and/or oral questioning to assess knowledge and understanding • completion of workplace documentation • third-party reports from experienced practitioners • completion of self-paced learning materials including personal reflection and feedback from trainer, coach or supervisor
Evidence required for demonstration of consistent performance	Evidence should be gathered over a period of time in a range of actual or simulated management environments.
Resource implications	Access to a range of real or simulated consultation processes including: • public and community meetings and forums • surveys and door knocks • appropriate communications equipment and aids such as overhead projectors and computer-based presentations

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.

Interested and affected parties may include:	• community groups • other authorities • individuals • emergency authorities (police, fire and ambulance) • private sector business interests • special interest groups • experts
Resources may include:	• human

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	• financial • locations
Consultation strategies may include:	• public meetings • phone-ins • questionnaires • informal gatherings • door knocks • council meetings
Enabling and encouraging relevant groups to be involved may include:	• physical accessibility • diverse language needs • culture, including Indigenous, youth and non-English speaking background • physical environment • number of people
Legislation may include:	• local government • anti-discrimination • planning
Information may include:	• written and oral records • anecdotes • reports • instructions • directions from supervisor or management • interviews • formal and informal team meetings •
Access and equity may include:	• subject matter • manner in which consultations are conducted • physical accessibility • community profile • •
Presentation of information may include:	• graphics • models • computer animations • video displays • overhead transparencies • handouts • display plans • interpreter service

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Unit Sector(s)

Common

Competency field

Competency Field

co-requisite unit/s

Co-requisite Unit/s

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LGAPLEM404A Prepare and present geographic information systems data

Modification History

LGAPLEM404A Release 2: Layout adjusted.

LGAPLEM404A Release 1: Primary release.

Unit Descriptor

This unit covers designing, generating and producing information to meet user requirements.

Application of the Unit

This unit supports the attainment of skills and knowledge required for competent workplace performance in councils of all sizes. Knowledge of the legislation and regulations within which councils must operate is essential. The unique nature of councils, as a tier of government directed by elected members and reflecting the needs of local communities, must be appropriately reflected.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

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 required performance needed to demonstrate achievement of the element. Where ***bold italicised*** text is used, further information is detailed in the Range Statement. Assessment of performance is to be consistent with the Evidence Guide.

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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1 **Identify presentation requirements**	1.1 Presentation requirements are determined in consultation with end user. 1.2 Extent, content and intended use of output are considered in recommending presentation format and medium.
2 **Format and present data**	2.1 Relevant data elements are assembled. 2.2 Procedures are designed for formatting data into compatible format. 2.3 ***Data formats*** are selected to meet customer requirements. 2.4 Information is presented to meet user requirements using suitable media in an attractive, informative and useable manner. 2.5 Information is presented in line with appropriate Australian standards.
3 **Ensure customer satisfaction**	3.1 Work is completed in line with council ***quality requirements*** **.** 3.2 Feedback is sought from customer regarding satisfaction with information and presentation. 3.3 Any areas of dissatisfaction are resolved in line with council policies and procedures. 3.4 Customer feedback is analysed and used as a quality improvement tool.

Required Skills and Knowledge

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

Required Skills

- layout and design
- attention to detail
- consultation and negotiation with customers

Required Knowledge

- display principles including colour, composition, layout, text and line style, appropriate scale, media, font types and sizes, legends and projectives
- use of software and hardware such as GIS, CAD, desktop publishing, desktop mapping,

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multimedia, graphic animation, plotters, printers and terminals
- Australian standards: drawing
- council policies relevant to information presentation

Evidence Guide

Overview of assessment requirements	A person who demonstrates competency in this unit will be able to perform the outcomes described in the Elements to the required performance level detailed in the Performance Criteria. The knowledge and skill requirements described in the Range Statement must also be demonstrated. For example, knowledge of the legislative framework and safe work practices that underpin the performance of the unit are also required to be demonstrated.
Critical aspects of evidence to be considered	Customer requirements are met. Presentation is in line with Australian standards.
Context of assessment	On the job or in a simulated work environment.
Method of assessment	The following assessment methods are suggested: • observation of the learner performing a range of workplace tasks over sufficient time to demonstrate handling of a range of contingencies • written and/or oral questioning to assess knowledge and understanding • completion of workplace documentation third-party reports from experienced practitioners completion of self-paced learning materials including personal reflection and feedback from trainer, coach or supervisor.
Evidence required for demonstration of consistent performance	Evidence will need to be gathered over time across a range of variables.
Resource implications	Access to a workplace or simulated case study that provides resources, including: • relevant software and hardware such as GIS, CAD, desktop publishing, desktop mapping, spreadsheets, word processing, multimedia, graphic animation, plotters, printers and terminals

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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.

Data formats may include:	• hard copy • digital graphic output • spreadsheets • databases • word processing documents • maps • sticky labels • desktop published documents
Quality requirements may include:	• percentage rework • allowable time frame durations

Unit Sector(s)

Planning Units

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LGAPLEM612B Protect heritage and cultural assets

Modification History

LGAPLEM612B Release 2: Layout adjusted.

LGAPLEM612B Release 1: Primary release.

Unit Descriptor

This unit covers establishing an inventory, assessing opportunities and threats and developing strategies for heritage and cultural assets.

Application of the Unit

This unit supports the attainment of skills and knowledge required for competent workplace performance in councils of all sizes. Knowledge of the legislation and regulations within which councils must operate is essential. The unique nature of councils, as a tier of government directed by elected members and reflecting the needs of local communities, must be appropriately reflected.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

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 required performance needed to demonstrate achievement of the element. Where ***bold italicised*** text is used, further information is detailed in the Range Statement. Assessment of performance is to be consistent with the Evidence Guide.

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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1 **Prepare inventory of heritage and cultural assets**	1.1 ***Heritage*** and cultural assets within the community, and council expectations and requirements relating to them, are identified. 1.2 The ***significance*** of each heritage and cultural asset is assessed according to established criteria and community expectations. 1.3 An adequate ***information*** base of significant places is obtained through comprehensive field investigation and research. 1.4 ***Data*** is collected accurately and objectively on heritage and cultural assets. 1.5 A comprehensive inventory of heritage and cultural assets is prepared with full and detailed descriptions of history and significance.
2 **Assess threats and opportunities for the protection of heritage and cultural assets**	2.1 ***Threats*** and opportunities are identified to ensure all factors are fully assessed. 2.2 Based on input from council and the community, criteria are established to enable threats and opportunities to be prioritised.
3 **Identify and develop strategies for the protection of heritage and cultural assets**	3.1 ***Criteria*** are established to identify priorities. 3.2 Consultation with the community and property owners is undertaken to seek views on the conservation action required to protect the significant attributes of the area. 3.3 A framework for the legal protection of heritage and cultural assets is established through existing legislation. 3.4 Practical and appropriate strategies to conserve heritage and cultural assets are determined. 3.5 The effectiveness of strategies is assessed through a comparison with methods used elsewhere. 3.6 The policy elements of the proposed heritage program are determined. 3.7 Innovative approaches are developed to protect heritage and cultural assets in response to the local community need.
4 **Implement strategies for the protection of heritage and cultural assets**	4.1 The study and program are adopted by the local authority. 4.2 Consultation is undertaken with the community and property owners about the study and proposed heritage program. 4.3 Financial resources are identified and procured within budget cycles to support the achievement of required

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ELEMENT	PERFORMANCE CRITERIA
	outcomes. 4.4 Personnel are identified, trained and assigned to tasks so that requirements for skills and knowledge are met. 4.5 Physical facilities and equipment are identified and procured within budget cycles to support the achievement of required outcomes. 4.6 Community education and ***information*** materials are prepared and distributed to ensure ongoing support for the strategy. 4.7 The strategy is incorporated into council policies and procedures and relevant legislation. 4.8 A timetable for implementation is established and priorities are set.
5 **Monitor and review the effectiveness of strategies to protect heritage and cultural assets**	5.1 Further research is undertaken on ***places*** listed as being of local significance in the study. 5.2 Additional plans of significance are identified and reviewed. 5.3 An annual heritage report is prepared if required. 5.4 Information received from monitoring and review is used to develop new strategies that are based on accumulated knowledge and experience.

Required Skills and Knowledge

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

Required Skills

- research
- collation of information from local, national and international sources
- evaluation methodologies
- consultation with a range of community and government agencies
- strategic planning
- budgeting and lifecycle costings
- community education strategies
- project management

Required Knowledge

- heritage assets
- cultural assets
- asset classification

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- council structures and services
- town planning
- community needs and expectations
- regulations, standards and policies
- community information

Evidence Guide

Overview of assessment requirements	A person who demonstrates competency in this unit will be able to perform the outcomes described in the Elements to the required performance level detailed in the Performance Criteria. The knowledge and skill requirements described in the Range Statement must also be demonstrated. For example, knowledge of the legislative framework and safe work practices that underpin the performance of the unit are also required to be demonstrated.
Critical aspects of evidence to be considered	The demonstrated ability to: • identify and protect heritage and cultural assets • identify and implement strategies to protect heritage and cultural assets • put in place monitoring processes
Context of assessment	Assessment of performance requirements in this unit should be undertaken within the context of the local government framework. Competency is demonstrated by performance of all stated criteria, including the Range of Variables applicable to the workplace environment.
Method of assessment	The following assessment methods are suggested: • observation of the learner performing a range of workplace tasks over sufficient time to demonstrate handling of a range of contingencies • written and/or oral questioning to assess knowledge and understanding • completion of workplace documentation • third-party reports from experienced practitioners • completion of self-paced learning materials including personal reflection and feedback from trainer, coach or supervisor
Evidence required for demonstration of consistent performance	Evidence should be gathered over a period of time in a range of actual or simulated management environments.

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Resource implications	Access to a workplace or simulated case study that provides the following resources: • relevant data such as survey information • historical research • existing reports • studies and texts • financial and budget information • real or simulated consultation process • copies of relevant regulations, standards and policies

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.

Heritage may include:	• cultural and environmental issues • national and local area significance • danger component of heritage element or structure
Significance may be:	• aesthetic, historical, scientific and social aspects • community expectations. • national • state • regional • local • contributory
Data includes:	• survey information • historical research • existing reports • studies and texts
Information may include:	• written and oral records • reports • instructions • directions from supervisor and management • formal and informal interviews • team meetings • reports from other services, agencies, specialists and experts • media
Threats may include:	• political emphasis

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- reductions in maintenance
- lack of planning
- other authorities' planning
- competing interests
- community attitudes

Criteria may include:

- community preferences
- budget constraints
- legislative provisions
- resources
- time frames
- age
- outstanding craftsmanship
- architectural style
- construction technology
- an association with important events or figures
- building type
- rarity
- technical or creative achievement
- representing a way of life
- artistic
- religious or cultural associations

Places of significance may include:

- buildings
- structures
- plantings
- subsurface remains

Unit Sector(s)

Land Management

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LGAWORK212A Perform field support duties in a roadwork environment

Modification History

LGAWORK212A Release 2: Layout adjusted.

LGAWORK212A Release 1: Primary release.

Unit Descriptor

This unit covers the competencies required to undertake relevant field support duties in the construction and maintenance of roads within Council areas. The unit looks at establishing the facilities required for road works, the preparation of surfaces and materials necessary for road construction and maintenance and the use of appropriate signage at the work site.

Application of the Unit

This unit supports the attainment of skills and knowledge required for competent workplace performance in councils of all sizes. Knowledge of the legislation and regulations that provide the boundaries for the operation of councils is essential. The ability to use appropriate materials, construction methods and processes and adhere to relevant standards must be appropriately reflected.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

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 required performance needed to demonstrate achievement of the element. Where ***bold italicised*** text is used, further information is detailed in the

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Range Statement. Assessment of performance is to be consistent with the Evidence Guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1 **Establish site facilities for road maintenance and construction**	1.1 Work is planned and programmed to be undertaken in accordance with drawings, specifications and other documentation. 1.2 Work site is prepared and maintained in a safe condition in accordance with OHS requirements and regulations of other accredited authorities. 1.3 Traffic control is planned at job site and signed in accordance with relevant Australian Standards. 1.4 Underground and overhead obstructions and other utility services are identified. 1.5 Appropriate ***signage*** is selected, established and maintained at work site.
2 **Construct appropriate pits and manholes**	2.1 Plant, equipment, tools and materials to construct manholes and pits are selected. 2.2 Pits and manholes are constructed according to council requirements.
3 **Construct roads and pavements**	3.1 Site is set out, cleared and prepared 3.2 ***Earthworks*** are undertaken and the sub-grade prepared. 3.3 Construction materials are spread and compacted using appropriate ***plant, equipment , materials*** and construction. 3.4 Pavement surface for construction of wearing ***surface*** using either a bitumen seal or asphalt surface. 3.5 Pavement markings are applied and signs, safety rails and markers are erected as specified.
4 **Maintain roads and pavements**	4.1 Surface is set out and prepared for resealing/patching or other maintenance activities. 4.2 Levelling tasks are carried out where necessary using appropriate plant and equipment. 4.3 Materials used to maintain the pavement are prepared correctly using appropriate tools and equipment. 4.4 Repairs on road pavement, kerb and channel, potholes, sealing and asphalt overlays are made using appropriate tools, plant and equipment. 4.5 Subsurface and surface open drains are maintained,

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ELEMENT	PERFORMANCE CRITERIA
	repaired and cleared where necessary. 4.6 Trees and shrubs are trimmed or removed and weeds are controlled according to council requirements. 4.7 Verges are mown by tractor signs in relation to their meaning, positioning and material.
5 **Maintain records for road construction and maintenance**	5.1 Information is recorded in accordance with council and legislative requirements. 5.2 Details are recorded clearly, accurately and legibly. 5.3 ***Records*** are secured, accessible and up-to-date.

Required Skills and Knowledge

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

Required Skills

- written and verbal communication skills
- reading and interpreting plans and specifications, plant and equipment capabilities and estimation of plant output
- civil works construction techniques and methods
- calculation of quantities
- trade specific skills related to work undertaken
- material testing

Required Knowledge

- OH&S requirements
- construction and maintenance practices
- materials technology associate with roads construction and maintenance
- work scheduling, inspection, testing and monitoring
- work site traffic management
- monitoring and testing methods and procedures

Evidence Guide

Overview of assessment requirements	A person who demonstrates competency in this unit will be able to perform the outcomes described in the elements to the required performance level detailed in the Performance Criteria. The knowledge and skill requirements described in the Range Statement must also be demonstrated. For example,

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	the knowledge of the legislative framework and safe work practices that underpin the performance of the unit are also required to be demonstrated.
Critical aspects of evidence to be considered	Demonstrated ability to use appropriate materials, construction methods and processes for the construction and maintenance of roads. Demonstrated ability to adhere to plans and specifications. Demonstrated ability to adhere to relevant occupational health and safety practices on site. Demonstrated ability to adhere to Australian standards, codes of practice and advisory standards.
Context of assessment	Competency is demonstrated by performance of all stated criteria, including paying particular attention to the critical aspects and the knowledge and skills elaborated in the Evidence Guide, and within the scope as defined in the Range Statement. Assessment must take account of the endorsed Assessment Guidelines in the Local Government Training Package. Assessment of the performance requirements in this unit should be undertaken in an actual workplace or simulated environment. Assessment should reinforce the integration of the key competencies for the particular AQF level. Refer to the Key Competency levels at the end of this unit.
Relationship to other units(prerequisite or co-requisite units)	To enable holistic assessment this unit may be assessed with other units that form part of the job role.
Method of assessment	The following assessment methods are suggested: • observation of the learner performing a range of workplace tasks over sufficient time to demonstrate his/her handling of a range of contingencies • written and/or oral questioning to assess knowledge and understanding • completing workplace documentation • third party reports from experienced practitioner • completion of self-paced learning materials including personal reflection and feedback from trainer/coach/supervisor
Evidence required for demonstration of	Evidence should be collected over a set period of time which is sufficient to include dealings with an appropriate range and

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consistent performance	variety of situations.
Resource implications	The learner and the trainer should have access to appropriate documentation and resources normally used in the workplace.

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.

Signage includes:	• statutory • directional and information • road lines/road markings • reflectors • centrelines • directional lines • shoulder lines
Earthworks may include:	• clearing • grading • levelling • excavating • trenching
Plant and equipment may include:	• bulldozers • excavators • trucks • graders • compactors • loaders • skid steers • pumps
Types of construction materials may include:	• soils (clay, sand, gravel, silt) • crushed rock • soil aggregates • concrete aggregates • filter sands and aggregates • bitumen • cutback bitumen • bitumen emulsion
Types of surfaces may include:	• bitumen and emulsion seal • unsealed

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- gravel
- concrete
- segmental pavers
- asphalt
- pre-mix
- primer seal

Types of records may include:

- test reports
- job diaries
- instructions
- correspondence
- time-sheets
- accident reports
- costing sheets

Unit Sector(s)

Operational Works

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MEM05006 Perform brazing and/or silver soldering

Modification History

Release 1. Supersedes and is equivalent to MEM05006C Perform brazing and/or silver soldering

Application

This unit of competency defines the skills and knowledge required to perform brazing (including braze welding) and/or silver soldering and includes the preparation of materials and equipment and the inspection of the completed work.

It applies to silver soldering and brazing using all grades of silver solder and braze.

Where the interpretation of technical drawings is required unit MEM09002 Interpret technical drawing should also be selected.

Where the selection and use of engineering measuring equipment is required unit MEM12023 Perform engineering measurements should also be selected.

Where the selection and use of tools is required see unit MEM18001 Use hand tools and unit MEM18002 Use power tools/hand held operations, should also be selected as appropriate.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Band: A

Unit Weight: 2

Pre-requisite Unit

MEM11011	Undertake manual handling
MEM13015	Work safely and effectively in manufacturing and engineering
MEM16006	Organise and communicate information

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Competency Field

Fabrication

Elements and Performance Criteria

Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	**Determine job requirements**	1.1	Follow standard operating procedures (SOPs)
		1.2	Comply with work health and safety (WHS) requirements at all times
		1.3	Use appropriate personal protective equipment (PPE) in accordance with SOPs
		1.4	Identify job requirements from specifications, sketches, job sheets or work instructions
2	**Prepare heating equipment**	2.1	Select the correct process to meet the job specifications
		2.2	Ensure heating equipment is in safe working condition
		2.3	Assemble heating equipment and set up according to SOPs
		2.4	Determine and set gas pressures
3	**Prepare materials**	3.1	Select and prepare consumables
		3.2	Prepare materials using appropriate tools and techniques
		3.3	Assemble/align materials to meet specifications
		3.4	Identify distortion prevention measures and take appropriate action
		3.5	Undertake test run and verify
4	**Braze and/or silver solder**	4.1	Preheat materials as required
		4.2	Apply consumables using appropriate techniques

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Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.	
	4.3	Apply jointing material in appropriate quantities
	4.4	Anneal material where required
5 **Inspect joints**	5.1	Remove excess jointing materials
	5.2	Inspect joints and report/record inspection results according to SOPs

Foundation Skills

This section describes those required skills (reading, writing, oral communication and numeracy) that are essential to workplace performance in this unit of competency.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Materials include one (1) or more of the following:
- ferrous
- non-ferrous

Fuel gases include one (1) or more of the following:
- acetylene
- liquefied petroleum gas (LPG)
- hydrogen

Heating equipment includes the following:
- gas cylinders
- hoses
- blowpipes
- tips and nozzles
- regulators

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This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

	• flashback arrestors
Consumables include one (1) or more of the following:	• fluxes (resin or powder) • all types of silver solder • brazing grades
Process includes one (1) or more of the following:	• brazing • braze welding • silver soldering

Unit Mapping Information

Release 1. Supersedes and is equivalent to MEM05006C Perform brazing and/or silver soldering

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b7050d37-5fd0-4740-8f7d-3b7a49c10bb2

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Assessment Requirements for MEM05006 Perform brazing and/or silver soldering

Modification History

Release 1. Supersedes and is equivalent to MEM05006C Perform brazing and/or silver soldering

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy the requirements of the elements and performance criteria on at least two (2) occasions and include:

- following work instructions, standard operating procedures (SOPs) and safe work practices
- checking condition of equipment
- setting up:
  - gas cylinders
  - hoses
  - blowpipes
  - tips and nozzles
  - regulators
  - flashback arrestors
- preparing to braze and/or silver solder by assembling/aligning materials in an appropriate manner and applying distortion prevention methods to meet specifications
- applying consumables and brazing and/or silver soldering ferrous and non-ferrous materials
- annealing material using appropriate techniques
- inspecting joints and removing excess jointing materials and recording the results.

Knowledge Evidence

Evidence required to demonstrate the required knowledge for this unit must be relevant to and satisfy the requirements of the elements and performance criteria and include knowledge of:

- safe work practices and procedures and use of personal protective equipment (PPE)
- potential equipment faults
- reasons for selecting specific methods of assembly/alignment
- procedures for minimising distortion of the materials being brazed/braze welded/silver soldered
- procedures for assembling and setting up the specific heating equipment and reasons for selection
- reasons for selecting specific consumables

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- procedures for preheating the materials to be joined and precautions to be observed
- conducting test runs
- procedures for normalising the temperature of jointed materials and the consequences of inappropriate techniques
- typical applications of brazing/braze welding and silver soldering processes
- procedures for removing excess jointing material
- effects of the use of inappropriate techniques and quantities of jointing material on the performance of the jointed materials
- procedures for inspecting brazed/braze welded/silver soldered joints.

Assessment Conditions

- Assessors must:
  - have vocational competency in performing brazing and or silver soldering at least to the level being assessed with relevant industry knowledge and experience
  - satisfy the assessor requirements in the *Standards for Registered Training Organisations 2015* or its replacement and comply with the *National Vocational Education and Training Regulator Act 2011,* its replacement or equivalent legislation covering VET regulation in a non-referring state/territory as the case requires
- Where possible assessment must occur in operational workplace situations. Where this is not possible or where personal safety or environmental damage are limiting factors, assessment must occur in a sufficiently rigorous simulated environment that reflects realistic operational workplace conditions. This must cover all aspects of workplace performance, including environment, task skills, task management skills, contingency management skills and job role environment skills
- Conditions for assessment must include access to all tools, equipment, materials and documentation required, including relevant workplace procedures, product and manufacturing specifications
- Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b7050d37-5fd0-4740-8f7d-3b7a49c10bb2

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MEM05049 Perform routine gas tungsten arc welding

Modification History

Release 1. Supersedes and is equivalent to MEM05049B Perform routine gas tungsten arc welding

Application

This unit of competency defines the skills and knowledge required to prepare the materials and carry out routine gas tungsten arc welding (GTAW) and applies in a maintenance or manufacturing environment where the weld quality is not required to meet an Australian Standard.

Where welding is required to meet AS 1554 General Purpose or equivalent codes, work health and safety (WHS) regulations and/or licensing requirements Unit MEM05019 Weld using gas tungsten arc welding process should also be selected.

Where the interpretation of technical drawings is required unit MEM09002 Interpret technical drawing should also be selected.

Where the selection and use of engineering measurement is required unit MEM12023 Perform engineering measurements should also be selected.

Where the selection and use of tools is required unit MEM18001 Use hand tools and unit MEM18002 Use power tools/hand held operations, should also be selected as appropriate.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Band: A

Unit Weight: 2

Pre-requisite Unit

MEM11011	Undertake manual handling
MEM13015	Work safely and effectively in manufacturing and engineering
MEM16006	Organise and communicate information

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Competency Field

Fabrication

Elements and Performance Criteria

Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	**Determine job requirements**	1.1	Follow standard operating procedures (SOPs)
		1.2	Comply with work health and safety (WHS) requirements at all times
		1.3	Use appropriate personal protective equipment (PPE) in accordance with SOPs
		1.4	Identify job requirements from specifications, sketches, job sheets or work instructions
2	**Prepare materials and equipment for welding**	2.1	Identify location of welds in accordance with procedures and job specifications
		2.2	Clean and prepare materials ready for welding
		2.3	Set up welding equipment to meet work requirement
		2.4	Select settings and consumables to suit application
3	**Perform routine welding using GTAW**	3.1	Weld materials to job requirements
		3.2	Clean welds according to SOPs

Foundation Skills

This section describes those required skills (reading, writing, oral communication and numeracy) that are essential to workplace performance in this unit of competency.

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Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Welds include the following:	• butt • fillet
Materials include one (1) or more of the following:	• low carbon/mild steels • aluminium
Prepared includes one (1) or more of the following:	• pre-heating • setting up jigs • fixtures • clamps • joint preparation
Welding equipment includes the following:	• hoses • welding leads and gas shrouds • electrodes • gas regulator • liners • contact tips
Consumables include the following:	• tungsten electrodes, filler wire and shielding gas
Clean includes the following:	• slag and spatter

Unit Mapping Information

Release 1. Supersedes and is equivalent to MEM05049B Perform routine gas tungsten arc welding

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b7050d37-5fd0-4740-8f7d-3b7a49c10bb2

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Assessment Requirements for MEM05049 Perform routine gas tungsten arc welding

Modification History

Release 1. Supersedes and is equivalent to MEM05049B Perform routine gas tungsten arc welding

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy the requirements of the elements and performance criteria on at least two (2) occasions and include:

- following work instructions, standard operating procedures (SOPs) and safe work practices
- identifying and interpreting specifications from sketches and verbal or written job instructions for performing routine gas tungsten arc welding (GTAW)
- cleaning and preparing materials for welding to specifications
- setting up welding equipment, including selecting settings and consumables to suit application
- consistently welding materials to specifications
- cleaning welds in accordance with SOPs.

Knowledge Evidence

Evidence required to demonstrate the required knowledge for this unit must be relevant to and satisfy the requirements of the elements and performance criteria and include knowledge of:

- safe welding practices and procedures and use of personal protective equipment (PPE)
- preparatory requirements
- equipment and equipment settings
- shielding gas properties and applications
- weld characteristics.

Assessment Conditions

- Assessors must:
  - have vocational competency in performing routine GTAW process at least to the level being assessed with relevant industry knowledge and experience
  - satisfy the assessor requirements in the *Standards for Registered Training Organisations 2015* or its replacement and comply with the *National Vocational Education and Training Regulator Act 2011,* its replacement or equivalent legislation covering VET regulation in a non-referring state/territory as the case requires

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- Where possible assessment must occur in operational workplace situations. Where this is not possible or where personal safety or environmental damage are limiting factors, assessment must occur in a sufficiently rigorous simulated environment that reflects realistic operational workplace conditions. This must cover all aspects of workplace performance, including environment, task skills, task management skills, contingency management skills and job role environment skills
- Conditions for assessment must include access to all tools, equipment, materials and documentation required, including relevant workplace procedures, product and manufacturing specifications
- Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b7050d37-5fd0-4740-8f7d-3b7a49c10bb2

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MEM05050 Perform routine gas metal arc welding

Modification History

Release 1. Supersedes and is equivalent to MEM05050B Perform routine gas metal arc welding

Application

This unit of competency defines the skills and knowledge required to prepare materials and carry out routine gas metal arc welding (GMAW) and applies in a maintenance or manufacturing environment where the weld quality is not required to meet an Australian Standard or equivalent.

Where welding is required to meet AS 1554 General Purpose or equivalent codes, work health and safety (WHS) regulations and/or licensing requirements unit MEM05017 Weld using gas metal arc welding process should also be selected.

Where the interpretation of technical drawings is required unit MEM09002 Interpret technical drawing should also be selected.

Where the selection and use of engineering measurement is required unit MEM12023 Perform engineering measurements should also be selected.

Where the selection and use of tools is required unit MEM18001 Use hand tools and unit MEM18002 Use power tools/hand held operations, should also be selected as appropriate.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Band: A

Unit Weight: 2

Pre-requisite Unit

MEM11011	Undertake manual handling
MEM13015	Work safely and effectively in manufacturing and engineering
MEM16006	Organise and communicate information

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Competency Field

Fabrication

Elements and Performance Criteria

Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	**Determine job requirements**	1.1	Follow standard operating procedures (SOPs)
		1.2	Comply with work health and safety (WHS) requirements at all times
		1.3	Use appropriate personal protective equipment (PPE) in accordance with SOPs
		1.4	Identify job requirements from specifications, sketches, job sheets or work instructions
2	**Prepare materials and equipment for welding**	2.1	Identify location of welds in accordance with procedures and job specifications
		2.2	Clean and prepare materials ready for welding
		2.3	Set up welding equipment to meet work requirement
		2.4	Select settings and consumables to suit application
3	**Perform routine welding using GMAW**	3.1	Weld materials to job requirements
		3.2	Clean welds according to SOPs

Foundation Skills

This section describes those required skills (reading, writing, oral communication and numeracy) that are essential to workplace performance in this unit of competency.

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Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Welds include the following:	• butt • fillet
Materials include one (1) or more of the following:	• low carbon • mild steels
Prepared includes one (1) or more of the following:	• pre-heating • setting up jigs • fixtures • clamps • joint preparation
Welding equipment includes the following:	• hoses • welding leads and gas shrouds • gas regulators • liners • contact tips
Consumables include the following:	• filler wire and shielding gas
Clean includes the following:	• slag and spatter

Unit Mapping Information

Release 1. Supersedes and is equivalent to MEM05050B Perform routine gas metal arc welding

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b7050d37-5fd0-4740-8f7d-3b7a49c10bb2

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Assessment Requirements for MEM05050 Perform routine gas metal arc welding

Modification History

Release 1. Supersedes and is equivalent to MEM05050B Perform routine gas metal arc welding

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy the requirements of the elements and performance criteria on at least two (2) occasions and include:

- following work instructions, standard operating procedures and safe work practices
- identifying and interpreting specifications from sketches and verbal or written job instructions for performing routine gas metal arc welding (GMAW)
- cleaning and preparing materials for welding to specifications
- setting up welding equipment, including selecting settings and consumables to suit application
- consistently welding materials to specifications
- cleaning welds in accordance with SOPs.

Knowledge Evidence

Evidence required to demonstrate the required knowledge for this unit must be relevant to and satisfy the requirements of the elements and performance criteria and include knowledge of:

- safe welding practices and procedures and use of personal protective equipment (PPE)
- different current and voltage settings, gas flow rates wire diameters, wire feed speed and other variables to suit typical situations
- material and equipment preparation
- properties and characteristics of materials and consumables
- equipment and equipment settings
- shielding gas properties and applications
- post-welding treatments
- weld characteristics.

Assessment Conditions

- Assessors must:
  - have vocational competency in performing routine GMAW process at least to the level being assessed with relevant industry knowledge and experience

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  - satisfy the assessor requirements in the *Standards for Registered Training Organisations 2015* or its replacement and comply with the *National Vocational Education and Training Regulator Act 2011,* its replacement or equivalent legislation covering VET regulation in a non-referring state/territory as the case requires
- Where possible assessment must occur in operational workplace situations. Where this is not possible or where personal safety or environmental damage are limiting factors, assessment must occur in a sufficiently rigorous simulated environment that reflects realistic operational workplace conditions. This must cover all aspects of workplace performance, including environment, task skills, task management skills, contingency management skills and job role environment skills
- Conditions for assessment must include access to all tools, equipment, materials and documentation required, including relevant workplace procedures, product and manufacturing specifications
- Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Links

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MEM09002 Interpret technical drawing

Modification History

Release 1. Supersedes and is equivalent to MEM09002B Interpret technical drawing

Application

This unit of competency defines the skills and knowledge required to interpret technical drawings.

Technical drawings may utilise perspective, exploded views or hidden view techniques and may include symbol glossaries. Drawings are provided to AS 1100 Technical drawing or AS 1102 Graphical symbols and their equivalents from the full range of engineering disciplines.

Where any technical drawing, sketch, chart, diagram is only used as a technique for communication, then this unit does not apply: unit MEM12023 Perform engineering measurements or unit MEM16006 Organise and communicate information should be selected as appropriate.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Band: **A**

Unit Weight: **4**

Pre-requisite Unit

MEM12023	Perform engineering measurements
MEM12024	Perform computations
MEM13015	Work safely and effectively in manufacturing and engineering
MEM16006	Organise and communicate information

Competency Field

Drawing, drafting and design

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Elements and Performance Criteria

Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.
1.	**Determine job requirements**	1.1 Follow standard operating procedures (SOPs)
		1.2 Comply with work health and safety (WHS) requirements at all times
		1.3 Identify job requirements from specifications, job sheets or associated work instructions
2.	**Interpret technical drawing**	2.1 Check drawing and version and validate against job requirements
		2.2 Recognise components and assemblies or objects
		2.3 Identify dimensions, instructions and material requirements
		2.4 Recognise symbols used in the drawing
		2.5 Compile list of required materials

Foundation Skills

This section describes those required skills (reading, writing, oral communication and numeracy) that are essential to workplace performance in this unit of competency.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Drawing interpretation includes recognising the following:	• relationship between the views contained in the drawing • objects • units of measurement

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This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

- dimensions of the key features
- symbols

Unit Mapping Information

Release 1. Supersedes and is equivalent to MEM09002B Interpret technical drawing

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b7050d37-5fd0-4740-8f7d-3b7a49c10bb2

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Assessment Requirements for MEM09002 Interpret technical drawing

Modification History

Release 1. Supersedes and is equivalent to MEM09002B Interpret technical drawing

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy the requirements of the elements and performance criteria on at least two (2) occasions and include:

- following work instructions, standard operating procedures (SOPs) and safe work practices
- selecting, checking and validating technical drawing against job requirements or equipment
- interpreting technical drawing through recognition of components, assemblies, objects and symbols
- identifying dimensions
- applying drawing conventions appropriate to engineering discipline
- compiling a materials list.

Knowledge Evidence

Evidence required to demonstrate the required knowledge for this unit must be relevant to and satisfy the requirements of the elements and performance criteria and include knowledge of:

- safe work practices and procedures and use of personal protective equipment (PPE)
- application of AS 1100 Technical drawing or AS 1102 Graphical symbols
- conventions used in technical drawings
- correct interpretation of instructions contained in drawings
- materials from which drawing object(s) are made and their features and manufacturing and assembly requirements.

Assessment Conditions

- Assessors must:
  - have vocational competency in interpreting technical drawings at least to the level being assessed with relevant industry knowledge and experience
  - satisfy the assessor requirements in the *Standards for Registered Training Organisations 2015* or its replacement and comply with the *National Vocational Education and Training Regulator Act 2011,* its replacement or equivalent legislation covering VET regulation in a non-referring state/territory as the case requires

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- Where possible assessment must occur in operational workplace situations. Where this is not possible or where personal safety or environmental damage are limiting factors, assessment must occur in a sufficiently rigorous simulated environment that reflects realistic operational workplace conditions. This must cover all aspects of workplace performance, including environment, task skills, task management skills, contingency management skills and job role environment skills
- Conditions for assessment must include access to all tools, equipment, materials and documentation required, including relevant workplace procedures, product and manufacturing specifications
- Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Links

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MEM11011 Undertake manual handling

Modification History

Release 1. Supersedes and is equivalent to MEM11011B Undertake manual handling

Application

This unit of competency defines the skills and knowledge required to lift and move materials manually and/or using basic manual handling equipment in a wide range of environments.

Maximum manual lifting weight is limited to Safe Work Australia recommendations.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Band: **A**

Unit Weight: **2**

Pre-requisite Unit

MEM13015	Work safely and effectively in manufacturing and engineering
MEM16006	Organise and communicate information

Competency Field

Materials handling

Elements and Performance Criteria

Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.
1	**Determine job requirements**	1.1 Follow standard operating procedures (SOPs)
		1.2 Comply with work health and safety (WHS) requirements at all times

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Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
		1.3	Use appropriate personal protective equipment (PPE) in accordance with SOPs
		1.4	Identify job requirements from specifications, job sheets or work instructions
2	**Lift materials manually**	2.1	Determine material weight correctly utilising most appropriate technique, and assess risks associated with lifting
		2.2	Undertake lifting techniques to Safe Work Australia recommended procedures and having regard to types of movement, methods, storage, height and position
3	**Move/shift materials manually**	3.1	Select appropriate equipment, as required
		3.2	Place material safely and securely on moving equipment
		3.3	Relocate material ensuring safety of personnel and security of material
		3.4	Unload material and place in a safe and secure manner

Foundation Skills

This section describes those required skills (reading, writing, oral communication and numeracy) that are essential to workplace performance in this unit of competency.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Material weight includes	• determined using scales

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This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

one (1) or more of the following:	• interpreting signage
Lifting techniques include one (1) or more of the following:	• individual • team lifting • use of appropriate lifting equipment
Appropriate equipment includes one (1) or more of the following:	• hand trolleys • wheelbarrows • motorised/hand pallet trucks (not sit on) • hand carts • dedicated production or process lifting equipment • baskets, spreader bars, cradles or the like attached to lifting equipment

Unit Mapping Information

Release 1. Supersedes and is equivalent to MEM11011B Undertake manual handling

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b7050d37-5fd0-4740-8f7d-3b7a49c10bb2

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Assessment Requirements for MEM11011 Undertake manual handling

Modification History

Release 1. Supersedes and is equivalent to MEM11011B Undertake manual handling

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy the requirements of the elements and performance criteria on at least two (2) occasions and include:

- following work instructions, standard operating procedures (SOPs) and safe work practices
- assessing the risks associated with lifting materials manually and determining the most appropriate technique
- selecting and using the appropriate equipment to move/shift materials ensuring safety of personnel and security of material.

Knowledge Evidence

Evidence required to demonstrate the required knowledge for this unit must be relevant to and satisfy the requirements of the elements and performance criteria and include knowledge of:

- safe work practices and procedures and use of personal protective equipment (PPE)
- manual handling techniques, including individual or team lifting
- appropriate equipment associated with move/shift materials
- hazards of incorrect procedures
- Safe Work Australia standards for manual handling.

Assessment Conditions

- Assessors must:
  - have vocational competency in undertaking manual handling at least to the level being assessed with relevant industry knowledge and experience
  - satisfy the assessor requirements in the *Standards for Registered Training Organisations 2015* or its replacement and comply with the *National Vocational Education and Training Regulator Act 2011,* its replacement or equivalent legislation covering VET regulation in a non-referring state/territory as the case requires

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- Where possible assessment must occur in operational workplace situations. Where this is not possible or where personal safety or environmental damage are limiting factors, assessment must occur in a sufficiently rigorous simulated environment that reflects realistic operational workplace conditions. This must cover all aspects of workplace performance, including environment, task skills, task management skills, contingency management skills and job role environment skills
- Conditions for assessment must include access to all tools, equipment, materials and documentation required, including relevant workplace procedures, product and manufacturing specifications
- Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Links

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MEM12023 Perform engineering measurements

Modification History

Release 1. Supersedes and is equivalent to MEM12023A Perform engineering measurements

Application

This unit of competency defines the skills and knowledge required to perform measurements requiring straightforward use of mechanical measuring devices which incorporate visual inspections representing units of measurement and associated calculations in a range of manufacturing, engineering and related environments. Measurements may be expressed in metric or imperial units.

Electrical/electronic devices used are those not requiring the connection or disconnection of circuitry.

Where the interpretation of technical drawings is required unit MEM09002 Interpret technical drawing should also be selected.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Band: **A**

Unit Weight: **5**

Pre-requisite Unit

MEM13015	Work safely and effectively in manufacturing and engineering
MEM16006	Organise and communicate information

Competency Field

Measurement

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Elements and Performance Criteria

Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	**Determine job requirements**	1.1	Follow standard operating procedures (SOPs)
		1.2	Comply with work health and safety (WHS) requirements at all times
		1.3	Identify job requirements from specifications, sketches, job sheets or work instructions
2	**Select appropriate device or equipment**	2.1	Determine measurement requirements from specifications
		2.2	Select appropriate device or equipment to achieve required outcome according to SOPs
3	**Obtain measurements using a range of measuring devices**	3.1	Use correct and appropriate measuring technique
		3.2	Obtain measurements accurately in a safe and effective manner
		3.3	Determine or verify dimensions using calculations, as required
4	**Maintain measuring devices**	4.1	Undertake routine care and storage of devices to manufacturers' specifications or SOPs
		4.2	Make routine adjustments to devices to maintain device accuracy
5	**Communicate measurements as required**	5.1	Record measurements accurately, as required
		5.2	Prepare freehand sketch which depicts required information, as required

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Foundation Skills

This section describes those required skills (reading, writing, oral communication and numeracy) that are essential to workplace performance in this unit of competency.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Specifications include one (1) or more of the following:	• drawings • sketches • job instructions • schematics • diagrams • reference manuals
Measuring devices include one (1) or more of the following:	• protractors • combination squares • set squares • dial indicators • thermometers • tapes • rules • micrometres • vernier-scaled measuring equipment
Calculations include one (1) or more of the following:	• addition • subtraction • multiplication • division • fractions • decimals **Note:** Calculations may be made using a calculator
Routine adjustments	• validating the device using simple zeroing or scale adjustment

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This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

include the following:

Measurements include one (1) or more of the following:	• length • squareness • flatness • angle • roundness • clearances • any other measurements that can be read off analogue, digital or other measuring device
Information includes one (1) or more of the following:	• dimensions • instructions • base line • datum points

Unit Mapping Information

Release 1. Supersedes and is equivalent to MEM12023A Perform engineering measurements

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b7050d37-5fd0-4740-8f7d-3b7a49c10bb2

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Assessment Requirements for MEM12023 Perform engineering measurements

Modification History

Release 1. Supersedes and is equivalent to MEM12023A Perform engineering measurements

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy the requirements of the elements and performance criteria on at least two (2) occasions and include:

- following work instructions, standard operating procedures (SOPs) and safe work practices
- identifying and interpreting measurement requirements from specifications
- selecting appropriate measuring device or equipment to achieve the required outcome
- obtaining measurements in a safe and effective manner and recording measurements, including preparing a freehand sketch which depicts required information, as required
- performing calculations to determine or verify dimensions
- storing and maintaining measuring devices including routine adjustments according to manufacturer's specifications or SOPs.

Knowledge Evidence

Evidence required to demonstrate the required knowledge for this unit must be relevant to and satisfy the requirements of the elements and performance criteria and include knowledge of:

- safe work practices and procedures
- correct application of a range of measuring devices
- correct and appropriate measuring technique for a range of measuring devices
- calculations, including addition, subtraction, multiplication, division, fractions and decimals
- manufacturer's or SOPs for handling and storing a range of measuring devices
- appropriate procedures for adjusting and zeroing a range of measuring devices, including scale adjustment
- appropriate methods of communicating measurements by drawings.

Assessment Conditions

- Assessors must:
  - have vocational competency in performing engineering measurements at least to the level being assessed with relevant industry knowledge and experience

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  - satisfy the assessor requirements in the *Standards for Registered Training Organisations 2015* or its replacement and comply with the *National Vocational Education and Training Regulator Act 2011,* its replacement or equivalent legislation covering VET regulation in a non-referring state/territory as the case requires
- Where possible assessment must occur in operational workplace situations. Where this is not possible or where personal safety or environmental damage are limiting factors, assessment must occur in a sufficiently rigorous simulated environment that reflects realistic operational workplace conditions. This must cover all aspects of workplace performance, including environment, task skills, task management skills, contingency management skills and job role environment skills
- Conditions for assessment must include access to all tools, equipment, materials and documentation required, including relevant workplace procedures, product and manufacturing specifications
- Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

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MEM12024 Perform computations

Modification History

Release 1. Supersedes and is equivalent to MEM12024A Perform computations

Application

This unit of competency defines the skills and knowledge required to estimate approximate answers to arithmetical problems, carry out calculations involving percentages and proportions, and determine simple ratios and averages.

It also covers producing and interpreting simple charts and graphs in manufacturing, engineering or related environments.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Band: **A**

Unit Weight: **3**

Pre-requisite Unit

MEM13015	Work safely and effectively in manufacturing and engineering
MEM16006	Organise and communicate information

Competency Field

Measurement

Elements and Performance Criteria

Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	**Determine job requirements**	1.1	Follow standard operating procedures (SOPs)
		1.2	Comply with work health and safety (WHS)

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Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.		
			requirements at all times
		1.3	Identify job requirements from specifications, sketches, job sheets or work instructions
		1.4	Establish required calculation outcomes from job instructions
		1.5	Determine required calculation method to suit the application, including selection of relevant arithmetic operations and/or formulae
		1.6	Estimate expected results, including rounding off, as appropriate
2	**Perform calculations**	2.1	Apply calculation method
		2.2	Obtain answer and check against estimation to ensure it is correct
3	**Produce charts and graphs from given information**	3.1	Transpose data to produce charts or graphs
		3.2	Ensure charts or graphs reflect data on which they are based to meet specifications

Foundation Skills

This section describes those required skills (reading, writing, oral communication and numeracy) that are essential to workplace performance in this unit of competency.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

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This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Calculations are performed using one (1) or more of the following:	• pen and paper • a calculator • tables • tablets • computers
Relevant sources include one (1) or more of the following:	• charts • graphs • diagrams • measurement data • reference manuals • specifications
Applications include computations associated with one (1) or more of the following:	• pressure • volume • temperature • heat • speed • power • elasticity • density • mass • force
Arithmetic operations include the following:	• application of subtraction, addition, multiplication and division • manipulation of decimals, fractions and mixed numbers and whole numbers • using formulas • determining percentages • calculation of proportions and ratios
Charts and graphs include one (1) or more of the following:	• simple histograms • control charts • pie charts

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Unit Mapping Information

Release 1. Supersedes and is equivalent to MEM12024A Perform computations

Links

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Assessment Requirements for MEM12024 Perform computations

Modification History

Release 1. Supersedes and is equivalent to MEM12024A Perform computations

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy the requirements of the elements and performance criteria on at least two (2) occasions and include:

- following work instructions, standard operating procedures (SOPs) and safe work practices
- obtaining and interpreting data from job instructions and relevant sources to establish required outcomes
- determining the appropriate calculation method to suit the application
- performing calculations and confirming answer/s
- producing and interpreting simple charts and graphs from given data.

Knowledge Evidence

Evidence required to demonstrate the required knowledge for this unit must be relevant to and satisfy the requirements of the elements and performance criteria and include knowledge of:

- safe work practices and procedures
- formulae applicable to the determination of perimeter, area and volume of simple geometric shapes and the reasons for using dimensions with the same units
- techniques and procedures for rounding off figures when estimating approximate answers
- features and use of mixed numbers, decimals, fractions and whole numbers
- procedures for carrying out calculations involving fractions and using each of the four basic rules of addition, subtraction, multiplication and division
- concept of percentage and procedures to be followed in converting a decimal and fraction to a percentage
- concepts and calculations of ratio and proportion
- scales applicable to the axes of the graphs or charts
- types of charts and/or graphs used in the individual's field of work
- upper and lower limits of acceptability applicable to data entered on a graph or chart
- trends indicated by the slope or gradient of a graph
- action to be taken when given trends occur or set limits are approached on graphs or charts
- procedures for drawing 'lines of best fit'
- trends indicated by the graphs or charts drawn.

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Assessment Conditions

- Assessors must:
  - have vocational competency in performing computations at least to the level being assessed with relevant industry knowledge and experience
  - satisfy the assessor requirements in the *Standards for Registered Training Organisations 2015* or its replacement and comply with the *National Vocational Education and Training Regulator Act 2011,* its replacement or equivalent legislation covering VET regulation in a non-referring state/territory as the case requires
- Where possible assessment must occur in operational workplace situations. Where this is not possible or where personal safety or environmental damage are limiting factors, assessment must occur in a sufficiently rigorous simulated environment that reflects realistic operational workplace conditions. This must cover all aspects of workplace performance, including environment, task skills, task management skills, contingency management skills and job role environment skills
- Conditions for assessment must include access to all tools, equipment, materials and documentation required, including relevant workplace procedures, product and manufacturing specifications
- Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Links

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MEM13003 Work safely with industrial chemicals and materials

Modification History

Release 1. Supersedes and is equivalent to MEM13003B Work safely with industrial chemicals and materials

Application

This unit of competency defines the skills and knowledge required to work safely with industrial chemicals and materials subject to codes and regulations that are stored and used in a workplace, for example, chemicals, solvents, dangerous materials, acids and noxious waste products in a manufacturing and/or engineering environment.

This unit describes the competencies which are beyond those safety requirements normally applied in the workplace as described in unit MEM13015 Work safely and effectively in manufacturing and engineering, or specifically described in individual units, such as welding.

Where the selection and use of engineering measurement is required unit MEM12023 Perform engineering measurements should also be selected.

Evidence of competency is to encompass the satisfactory application of current state/territory work health and safety (WHS) legislation, standards and codes of practice, and the hierarchy of hazard control measures.

Band: **A**

Unit Weight: **2**

Pre-requisite Unit

MEM11011	Undertake manual handling
MEM13015	Work safely and effectively in manufacturing and engineering
MEM16006	Organise and communicate information

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Competency Field

Work health and safety

Elements and Performance Criteria

Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	**Determine job requirements**	1.1	Follow standard operating procedures (SOPs)
		1.2	Comply with work health and safety (WHS) requirements at all times
		1.3	Identify job requirements from specifications, job sheets or work instructions
2	**Use personal protective equipment**	2.1	Select correct and appropriate personal protective equipment (PPE) and use correctly based on information in relevant safety data sheet (SDS)
3	**Adhere to emergency procedures**	3.1	Locate emergency equipment and use in accordance with workplace policies and SOPs
		3.2	Demonstrate responses to emergency procedures as detailed in approved safety procedures and instructions
4	**Observe safe working practices**	4.1	Identify hazardous areas and materials and understand and identify special handling procedures and obtain permits to work, if necessary
		4.2	Use all equipment and hazardous materials in accordance with relevant WHS legislation, manufacturers' instructions and SOPs
		4.3	Identify and understand all site-specific safety policies, safety signs, symbols and labels
		4.4	Interpret and apply SDS
		4.5	Use safe manual handling procedures, including equipment

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Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
	4.6 Ensure decanted chemicals and storage is to state/territory dangerous goods, WHS legislation and requirements
	4.7 Update chemical manifest following SOPs
	4.8 Perform housekeeping duties to maintain a safe working environment according to SOPs

Foundation Skills

This section describes those required skills (reading, writing, oral communication and numeracy) that are essential to workplace performance in this unit of competency.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Hierarchy of control measures include the following:	The application of the hierarchy of control follows the six-step preference of control measures to manage and control risk: **1**. elimination **2.** substitution **3.** isolation **4.** engineering control measures **5.** using safe work practices **6.** personal protective equipment (PPE)
PPE includes one (1) or more of the following:	• goggles/face shields • respirators • air supplied or self-contained helmets • safety boots • gloves and appropriate clothes/garments

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This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Safe working practices include one (1) or more of the following:	• environment is inspected • hazards (and chemical reactive hazards) are assessed and controlled using hierarchy of hazard control • properly maintained PPE is available • emergency management plan is documented/understood • work to be undertaken in safe 'thermal' environments and all possible ignition sources are to be identified and controlled
Storage includes the following:	• only using containers, which includes minor quantities and those in consumer packages, that are suitable for chemical exposure • labelling and/or placarding containers • updating chemical manifests
State or territory legislative requirements include one (1) or more of the following:	• appropriate WHS • dangerous goods acts and regulations • Australian Standards • Australian Code for the Transport of Dangerous Goods by Road and Rail (ADGC) • Safe Work Australia codes of practice

Unit Mapping Information

Release 1. Supersedes and is equivalent to MEM13003B Work safely with industrial chemicals and materials

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b7050d37-5fd0-4740-8f7d-3b7a49c10bb2

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Assessment Requirements for MEM13003 Work safely with industrial chemicals and materials

Modification History

Release 1. Supersedes and is equivalent to MEM13003B Work safely with industrial chemicals and materials

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy the requirements of the elements and performance criteria on at least two (2) occasions and include:

- following work instructions, standard operating procedures (SOPs) and safe work practices
- selecting appropriate PPE based on data obtained in relevant safety data sheets (DS)
- observing safe working practices including undertaking a risk assessment
- following approved safety procedures and instructions in demonstrating responses to real or simulated emergencies
- performing proper manual handling techniques when shifting and moving industrial chemicals and materials
- ensuring all decanted chemicals are stored in storage containers that are suitable for chemical exposure and are properly labelled and/or placarded
- updating chemical manifests following SOPs
- complying with appropriate state or territory legislative requirements at all times.

Knowledge Evidence

Evidence required to demonstrate the required knowledge for this unit must be relevant to and satisfy the requirements of the elements and performance criteria and include knowledge of:

- safe work practices and procedures and use of personal protective equipment (PPE)
- dangerous goods classification and labelling/placarding
- testing and maintenance of PPE
- inherent hazardous properties of the chemicals to be used
- interpretation of the relevant safety data sheets (SDS)
- basic fire-fighting procedures
- site-specific emergency plan procedures
- chemical spill confinement procedures
- dangerous occurrence (near miss) reporting procedures
- hierarchy of controls.

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Assessment Conditions

- Assessors must:
  - have vocational competency in working safely with industrial chemicals and materials at least to the level being assessed with relevant industry knowledge and experience
  - satisfy the assessor requirements in the *Standards for Registered Training Organisations 2015* or its replacement and comply with the *National Vocational Education and Training Regulator Act 2011,* its replacement or equivalent legislation covering VET regulation in a non-referring state/territory as the case requires
- Where possible assessment must occur in operational workplace situations. Where this is not possible or where personal safety or environmental damage are limiting factors, assessment must occur in a sufficiently rigorous simulated environment that reflects realistic operational workplace conditions. This must cover all aspects of workplace performance, including environment, task skills, task management skills, contingency management skills and job role environment skills
- Conditions for assessment must include access to all tools, equipment, materials and documentation required, including relevant workplace procedures, product and manufacturing specifications
- Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b7050d37-5fd0-4740-8f7d-3b7a49c10bb2

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MEM13015 Work safely and effectively in manufacturing and engineering

Modification History

Release 1. New unit. Supersedes and not equivelant to MEM13014A Apply principles of occupational health and safety in the work environment, MEM14004A Plan to undertake a routine task, MEM15002A Apply quality systems, MEM15024A Apply quality procedures, MEM16007A Work with others in a manufacturing, engineering or related environment.

Application

This unit of competency defines the skills and knowledge required to work effectively in manufacturing and engineering work situations, including planning routine work and participating in and following work health and safety (WHS) procedures. The unit applies to working either individually or in a team situation and includes contributing to work-related group activities in a manufacturing or engineering workplace.

This unit covers WHS skills associated with carrying out routine operational activities safely and in compliance with legislative and regulatory requirements.

The unit covers the skills associated with participation in quality systems, communication and cooperation with others. The unit applies to workplaces with informal or formal quality management and improvement systems.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Band: **A**

Unit Weight: **2**

Pre-requisite Unit

Nil.

Competency Field

Work health and safety

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Elements and Performance Criteria

Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	**Determine job requirements**	1.1	Identify goals, objectives and task requirements and clarify with appropriate persons, where required
		1.2	Prioritise task requirements
2	**Review and modify plan**	2.1	Adjust timelines, priorities and other planning components to respond to contingencies, as necessary
		2.2	Re-examine results of work activity against the plan and identify possible improvements to future performance of work tasks
3	**Work effectively with others in the workplace**	3.1	Identify own role and responsibilities and relationship to other employees, including employees performing related/interdependent activities
		3.2	Identify supervisors and other sources of advice and assistance for own work
		3.3	Apply effective interpersonal skills to interact with others and contribute to activities and objectives
		3.4	Review and modify own work progress to complement the work of others
		3.5	Report own work progress to supervisors and where required to fellow employees using standard operating procedures (SOPs)
4	**Follow safe work practices**	4.1	Check for and identify hazards in the work area before and during work
		4.2	Follow procedures for avoiding or controlling hazards already identified in instructions, signage or other workplace communication
		4.3	Identify and report risks and hazards not covered by procedures

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Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.
		4.4 Select, use and maintain relevant personal protective equipment (PPE) by procedures, as required
		4.5 Recognise emergency situations and take appropriate initial emergency action
		4.6 Follow procedures for responding to emergencies
		4.7 Report incidents, injuries and other WHS non-conformances according to procedures
5	**Work within a quality system**	5.1 Follow instructions and procedures and perform duties in accordance with standard operating procedures or quality system requirements
		5.2 Ensure conformance of product and process to specifications
		5.3 Report defects and non-conformance to specifications according to procedures
		5.4 Participate in process improvement procedures, where required
6	**Participate in workplace health and safety procedures**	6.1 Identify workplace health and safety policies and procedures relevant to own work and work area
		6.2 Identify relevant WHS managers and representatives for own work area
		6.3 Provide input to minimise hazards in work area in line with organisation WHS procedures and participative arrangements

Foundation Skills

This section describes those required skills (reading, writing, oral communication and numeracy) that are essential to workplace performance in this unit of competency.

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Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Quality systems include one (1) or more of the following	• quality planning • quality assurance • quality control • quality improvement procedures and processes
Task requirements include one (1) or more of the following:	• timeframe • quality requirements • outcome and performance requirements • job history • checks • reporting requirements • tools and equipment • materials and parts • supporting documents
Specifications include one (1) or more of the following:	• task lists • instructions • manufacturer manuals • diagrams and schematics • sketches • parts lists • SOPs
Planning includes one (1) or more of the following:	• preparing a plan to complete the task • organising task into manageable steps including appropriate order and timing • monitoring the progress of processes related to own responsibilities • applying relevant WHS instructions • collecting, sorting, recording results of work • seeking advice and guidance on setting priorities and timeframes

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This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

- seeking feedback from supervisor, trainer or mentor

Unit Mapping Information

Release 1. New unit. Supersedes and not equivelant to MEM13014A Apply principles of occupational health and safety in the work environment, MEM14004A Plan to undertake a routine task, MEM15002A Apply quality systems, MEM15024A Apply quality procedures, MEM16007A Work with others in a manufacturing, engineering or related environment.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b7050d37-5fd0-4740-8f7d-3b7a49c10bb2

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Assessment Requirements for MEM13015 Work safely and effectively in manufacturing and engineering

Modification History

Release 1. New unit. Supersedes and not equivelant to MEM13014A Apply principles of occupational health and safety in the work environment, MEM14004A Plan to undertake a routine task, MEM15002A Apply quality systems, MEM15024A Apply quality procedures, MEM16007A Work with others in a manufacturing, engineering or related environment.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy the requirements of the elements and performance criteria on at least two (2) occasions and include:

- following work instructions, standard operating procedures (SOPs) and safe work practices
- identifying and avoiding or controlling hazards
- reporting hazards, incidents, injuries and other work health and safety (WHS) non-conformances following SOPs
- recognising and responding to emergencies following SOPs
- identifying and obtaining, instructions and information on job requirements, including one or more of the following:
  - verbal or written job instructions
  - specifications
  - SOPs
  - charts
  - lists
- identifying and responding to contingencies, including:
  - equipment breakdowns
  - non-conforming components
  - safety hazards
- recording information into proforma workplace documents, including:
  - production tally forms
  - quality control forms
  - safety incident forms
- performing assigned tasks and checking outcome of own work for conformance to specifications
- identifying own responsibilities within the workplace quality system
- giving and receiving feedback on own and group work
- seeking assistance from supervisors and mentors.

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Knowledge Evidence

Evidence required to demonstrate the required knowledge for this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- safe work practices and procedures and use and application of personal protective equipment
- basic quality system terminology and concept, including:
  - quality assurance
  - quality control
  - quality improvement
- procedures to be followed in performing own work
- objectives, requirements and specifications to which the individual's work is to comply
- costs and consequences of poor quality
- effective interpersonal skills:
  - effective listening
  - basic speaking skills
  - use of workplace terminology and jargon
  - giving and receiving feedback
  - checking and clarifying task-related information
  - verbal, visual and written instructions
  - appropriate modes and methods of communication
- barriers to effective communication
- sources of technical expertise/assistance
- hazards and control measures associated with workplace activities.

Assessment Conditions

- Assessors must:
  - have vocational competency in working safely and effectively in manufacturing and engineering at least to the level being assessed with relevant industry knowledge and experience
  - satisfy the assessor requirements in the *Standards for Registered Training Organisations 2015* or its replacement and comply with the *National Vocational Education and Training Regulator Act 2011,* its replacement or equivalent legislation covering VET regulation in a non-referring state/territory as the case requires
- Where possible assessment must occur in operational workplace situations. Where this is not possible or where personal safety or environmental damage are limiting factors, assessment must occur in a sufficiently rigorous simulated environment that reflects realistic operational workplace conditions. This must cover all aspects of workplace performance, including environment, task skills, task management skills, contingency management skills and job role environment skills

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- Conditions for assessment must include access to all tools, equipment, materials and documentation required, including relevant workplace procedures, product and manufacturing specifications
- Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b7050d37-5fd0-4740-8f7d-3b7a49c10bb2

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MEM14006 Plan work activities

Modification History

Release 1. Supersedes and is equivalent to MEM14005A Plan a complete activity

Application

This unit of competency covers the skills and knowledge required to plan familiar work activities, whilst following established procedures and work health and safety (WHS) policies and procedures of the organisation.

Planning is undertaken by the individual performing the work. Individual plan components may require modification and prioritising to meet job requirements or to respond to unforeseen circumstances.

Where computations are required to be performed unit MEM12024 Perform computations should also be selected.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Band: **A**

Unit Weight: **4**

Pre-requisite Unit

MEM13015	Work safely and effectively in manufacturing and engineering
MEM16006	Organise and communicate information

Competency Field

Planning

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Elements and Performance Criteria

Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	**Determine job requirements**	1.1	Follow standard operating procedures (SOPs)
		1.2	Identify outcomes and objectives and clarify with appropriate persons
		1.3	Obtain and clarify relevant specifications and procedures
		1.4	Identify and prioritise individual components of the plan
		1.5	Select and use planning tools and techniques according to the requirements of the work
		1.6	Check the plan for accuracy and relevancy to job requirements
2	**Modify plan components**	2.1	Modify the plan components, as necessary, to respond to unforeseen developments
		2.2	Review the outcome of the work activity and, where necessary, identify future improvements to the plan
3	**Follow WHS requirements**	3.1	Comply with WHS requirements at all times
		3.2	Identify WHS hazards and risks and implement appropriate risk control measures in accordance with SOPs
		3.3	Select, use and maintain appropriate personal protective equipment (PPE) in accordance with SOPs
		3.4	Raise WHS issues with designated personnel in accordance with SOPs
		3.5	Report WHS related actions and incidents according to SOPs

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Foundation Skills

This section describes those required skills (reading, writing, oral communication and numeracy) that are essential to workplace performance in this unit of competency.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Plan components include one (1) or more of the following:	• resources • tools and equipment • materials and parts • overall timeframe • job history • quality requirements • criteria for acceptable completion • checks and tests • outcome and performance requirements • WHS requirements
Specifications include one (1) or more of the following:	• task lists • instructions • manufacturer manuals • diagrams and schematics • technical drawings and sketches • parts lists • computer records
Planning techniques and tools include one (1) or more of the following:	• scheduling • time management • brainstorming • setting goals and defined outcomes • prioritising • review and evaluation strategies
Risk control measures	• eliminate the hazard

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This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

include one (1) or more of the following:

- substitute the hazard with a safer alternative
- isolate the hazard
- use engineering controls to reduce the risk
- use training to reduce the risk
- use PPE

Unit Mapping Information

Release 1. Supersedes and is equivalent to MEM14005A Plan a complete activity

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b7050d37-5fd0-4740-8f7d-3b7a49c10bb2

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Assessment Requirements for MEM14006 Plan work activities

Modification History

Release 1. Supersedes and is equivalent to MEM14005A Plan a complete activity

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy the requirements of the elements and performance criteria on at least two (2) occasions and include:

- following work instructions, standard operating procedures (SOPs) and safe work practices
- planning a work activity using appropriate planning tools and techniques whilst following established procedures, including work health and safety (WHS) requirements
- checking the plan to ensure accuracy and conformance and modifying the plan components, as necessary, to overcome any unforeseen difficulties or developments
- identifying hazards and implementing appropriate risk control measures and procedures
- selecting, using and maintaining relevant personal protective equipment (PPE)
- evaluating the effectiveness of risk controls measures
- providing proforma WHS reports in accordance with SOPs, as required.

Knowledge Evidence

Evidence required to demonstrate the required knowledge for this unit must be relevant to and satisfy the requirements of the elements and performance criteria and include knowledge of:

- safe work practices and procedures and use of PPE
- relevant specifications
- sources of advice relating to the objectives, requirements and specifications
- timeframe for activity completion
- quality requirements of the product or service
- techniques and reasons for prioritising of each step in a plan
- modifications that can be made to the plan to respond to unforeseen developments
- risk control measures
- reporting requirements for accidents, incidents and other non-conformances with WHS procedures.

Assessment Conditions

- Assessors must:
  - have vocational competency in planning work activities in a manufacturing and engineering environment at least to the level being assessed with relevant industry knowledge and experience

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  - satisfy the assessor requirements in the *Standards for Registered Training Organisations 2015* or its replacement and comply with the *National Vocational Education and Training Regulator Act 2011,* its replacement or equivalent legislation covering VET regulation in a non-referring state/territory as the case requires
- Where possible assessment must occur in operational workplace situations. Where this is not possible or where personal safety or environmental damage are limiting factors, assessment must occur in a sufficiently rigorous simulated environment that reflects realistic operational workplace conditions. This must cover all aspects of workplace performance, including environment, task skills, task management skills, contingency management skills and job role environment skills
- Conditions for assessment must include access to all tools, equipment, materials and documentation required, including relevant workplace procedures, product and manufacturing specifications
- Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b7050d37-5fd0-4740-8f7d-3b7a49c10bb2

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MEM16006 Organise and communicate information

Modification History

Release 1. Supersedes and is equivalent to MEM16006A Organise and communicate information

Application

This unit of competency covers the skills and knowledge required to access, organise and communicate information related to production, maintenance or associated processes or tasks that apply in manufacturing, engineering or related environments.

For accessing and recording of data requiring system knowledge and judgement, Unit MEM16008 Interact with computing technology should be selected.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Band: **A**

Unit Weight: **2**

Pre-requisite Unit

MEM13015 Work safely and effectively in manufacturing and engineering

Competency Field

Communication

Elements and Performance Criteria

Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	**Access information**	1.1	Determine information requirements of tasks and access relevant information from a range of sources
		1.2	Recognise and use workplace terminology correctly

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Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.
2	**Organise and analyse information**	2.1 Interpret information and organise in accordance with work requirements 2.2 Determine relevance and implications for immediate work requirements
3	**Communicate organised information using established workplace methods**	3.1 Identify purpose of communication and appropriate communication method 3.2 Communicate information using established workplace methods

Foundation Skills

This section describes those required skills (reading, writing, oral communication and numeracy) that are essential to workplace performance in this unit of competency.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Range of sources include using one (1) or more of the following:

- job instructions
- specifications
- standard operating procedures (SOPs)
- charts
- lists
- documents
- computer data
- drawings
- sketches
- tables

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This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

- technical manuals and/or charts
- other applicable reference material

Determining relevance of information includes one (1) or more of the following:

- checking relevance of information to own work
- selecting task relevant information from a larger document or from a diagram
- preparing an opinion based on analysis of simple facts
- expressing an opinion on the cause of faults

Workplace terminology refers to one (1) or more of the following:

- equipment
- processes
- workplace areas
- staff
- procedures

Established workplace methods include using one (1) or more of the following:

- proforma reports
- data entry
- verbal
- drawings

Purpose of communication includes one (1) or more of the following:

- simple incident/non-conformance report
- maintenance request
- production records
- material usage records
- work records
- other standard workplace records

Unit Mapping Information

Release 1. Supersedes and is equivalent to MEM16006A Organise and communicate information

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Links

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Assessment Requirements for MEM16006 Organise and communicate information

Modification History

Release 1. Supersedes and is equivalent to MEM16006A Organise and communicate information

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy the requirements of the elements and performance criteria on at least two (2) occasions and include:

- following work instructions, standard operating procedures (SOPs) and safe work practices
- accessing and recording relevant information from a range of sources
- recognising and using workplace appropriate terminology
- reading, interpreting and following information in workplace documentation
- checking and clarifying information
- organising, categorising and sequencing information
- communicating using appropriate methods and procedures for a variety of situations.

Knowledge Evidence

Evidence required to demonstrate the required knowledge for this unit must be relevant to and satisfy the requirements of the elements and performance criteria and include knowledge of:

- safe work practices and procedures
- types of information relevant to the workplace and required tasks
- terminology used in the workplace relevant to own work
- available sources of information
- information analysis techniques appropriate to tasks and position
- methods of categorising and organising information including correct sequencing of information
- methods of recording and communicating information.

Assessment Conditions

- Assessors must:
  - have vocational competency in organising and communicating information at least to the level being assessed with relevant industry knowledge and experience

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  - satisfy the assessor requirements in the *Standards for Registered Training Organisations 2015* or its replacement and comply with the *National Vocational Education and Training Regulator Act 2011,* its replacement or equivalent legislation covering VET regulation in a non-referring state/territory as the case requires
- Where possible assessment must occur in operational workplace situations. Where this is not possible or where personal safety or environmental damage are limiting factors, assessment must occur in a sufficiently rigorous simulated environment that reflects realistic operational workplace conditions. This must cover all aspects of workplace performance, including environment, task skills, task management skills, contingency management skills and job role environment skills
- Conditions for assessment must include access to all tools, equipment, materials and documentation required, including relevant workplace procedures, product and manufacturing specifications
- Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b7050d37-5fd0-4740-8f7d-3b7a49c10bb2

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MEM18001 Use hand tools

Modification History

Release 1. Supersedes and is equivalent to MEM18001C Use hand tools

Application

This unit of competency defines the skills and knowledge required to use a range of hand tools for a variety of general engineering applications.

This unit should not be selected if the hand tool is dedicated to a single operation or machine or when a machine-specific/customised tool is used.

Where the interpretation of technical drawings is required unit MEM09002 Interpret technical drawing should also be selected.

Where the selection and use of engineering measuring equipment is required unit MEM12023 Perform engineering measurements should also be selected.

Where the selection and use of power tools/hand held operations is required unit MEM18002 Use power tools/hand held operations should also be selected.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Band: **A**

Unit Weight: **2**

Pre-requisite Unit

MEM11011	Undertake manual handling
MEM13015	Work safely and effectively in manufacturing and engineering
MEM16006	Organise and communicate information

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Competency Field

Maintenance and diagnostics

Elements and Performance Criteria

Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	**Determine job requirements**	1.1	Follow standard operating procedures (SOPs)
		1.2	Comply with work health and safety (WHS) requirements at all times
		1.3	Use appropriate personal protective equipment (PPE) in accordance with SOPs
		1.4	Identify job requirements from specifications, drawings, job sheets or work instructions
2	**Use hand tools for general engineering applications**	2.1	Select hand tools appropriate to the task requirements
		2.2	Use hand tools to produce outcomes that meet job specifications
		2.3	Identify unsafe or faulty tools and mark for repair according to designated procedures before, during and after use
		2.4	Undertake routine maintenance of tools using engineering principles, tools, equipment and procedures
		2.5	Store hand tools safely in appropriate location according to procedures and manufacturers' recommendations

Foundation Skills

This section describes those required skills (reading, writing, oral communication and numeracy) that are essential to workplace performance in this unit of competency.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Hand tools include one (1) or more of the following:	• hacksaws • hammers • punches • screwdrivers • sockets • wrenches • scrapers • chisels • gouges • wood planes • files of all cross-sectional shapes and types • hand held taps and dies
Applications include one (1) or more of the following:	• adjusting • dismantling • assembling and finishing of items or components • finishing, cutting, scraping of metallic and non-metallic material to size and shape • tapping/retapping and threading/rethreading new/damaged threads
Drawings include one (1) or more of the following:	• drawings and sketches not covered by AS 1100 Technical drawing or AS 1102 Graphical symbols for electrotechnical documentation, and their equivalents • work specifications that include graphic representations that do not require interpretation
Job specifications include one (1) or more of the following:	• finish • tension • size • shape
Routine maintenance includes one (1) or more of the following:	• cleaning • lubricating • tightening • simple tool repairs • adjustments

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Unit Mapping Information

Release 1. Supersedes and is equivalent to MEM18001C Use hand tools

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b7050d37-5fd0-4740-8f7d-3b7a49c10bb2

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Assessment Requirements for MEM18001 Use hand tools

Modification History

Release 1. Supersedes and is equivalent to MEM18001C Use hand tools

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy the requirements of the elements and performance criteria on at least two (2) occasions and include:

- following work instructions, standard operating procedures (SOPs) and safe work practices
- selecting and using hand tools to produce the desired outcome to job specifications
- following designated procedures for dealing with unsafe or faulty tools
- undertaking routine maintenance and cleaning of hand tools, including storage.

Knowledge Evidence

Evidence required to demonstrate the required knowledge for this unit must be relevant to and satisfy the requirements of the elements and performance criteria and include knowledge of:

- safe work practices and procedures and use of personal protective equipment (PPE)
- features and applications of different hand tools used in a general engineering context, including hacksaws, hammers, punches, screwdrivers, sockets, wrenches, scrapers, chisels, gouges, wood planes and files of all cross-sectional shapes and sizes
- common faults and/or defects in hand tools
- procedures for marking unsafe or faulty tools for repair
- routine maintenance requirements for a range of hand tools, including lubricating, tightening, simple tool repairs and adjustments using engineering principles and relevant equipment
- storage location and procedures for a range of hand tools.

Assessment Conditions

- Assessors must:
  - have vocational competency in using hand tools at least to the level being assessed with relevant industry knowledge and experience
  - satisfy the assessor requirements in the *Standards for Registered Training Organisations 2015* or its replacement and comply with the *National Vocational Education and Training Regulator Act 2011,* its replacement or equivalent legislation covering VET regulation in a non-referring state/territory as the case requires

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- Where possible assessment must occur in operational workplace situations. Where this is not possible or where personal safety or environmental damage are limiting factors, assessment must occur in a sufficiently rigorous simulated environment that reflects realistic operational workplace conditions. This must cover all aspects of workplace performance, including environment, task skills, task management skills, contingency management skills and job role environment skills
- Conditions for assessment must include access to all tools, equipment, materials and documentation required, including relevant workplace procedures, product and manufacturing specifications
- Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b7050d37-5fd0-4740-8f7d-3b7a49c10bb2

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MEM18002 Use power tools/hand held operations

Modification History

Release 1. Supersedes and is equivalent to MEM18002B Use power tools/hand held operations

Application

This unit of competency defines the skills and knowledge required to use a range of hand held power tools and fixed power tools for hand held operations used in a variety of general engineering applications.

This unit should not be selected if the power tools used are dedicated to an operation or machine, e.g. nut-runner, air drill and power driver.

Where the interpretation of technical drawings is required unit MEM09002 Interpret technical drawing should also be selected.

Where the selection and use of engineering measuring equipment is required unit MEM12023 Perform engineering measurements should also be selected.

Where the selection and use hand tools is required unit MEM18001 Use hand tools should also be selected.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Band: **A**

Unit Weight: **2**

Pre-requisite Unit

MEM11011 Undertake manual handling

MEM13015 Work safely and effectively in manufacturing and engineering

MEM16006 Organise and communicate information

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Competency Field

Maintenance and diagnostics

Elements and Performance Criteria

Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	**Determine job requirements**	1.1	Follow standard operating procedures (SOPs)
		1.2	Comply with work health and safety (WHS) requirements at all times
		1.3	Use appropriate personal protective equipment (PPE) in accordance with SOPs
		1.4	Identify job requirements from specifications, drawings, job sheets or work instructions
2	**Use power tools for general engineering applications**	2.1	Select power tools appropriate to the task requirements
		2.2	Use power tools for a determined sequence of operations to produce desired outcomes to job specifications
		2.3	Identify unsafe or faulty tools and mark for repair before, during and after use according to SOPs
		2.4	Undertake operational maintenance of tools according to principles, techniques and SOPs
		2.5	Store power tools safely in appropriate location according to manufacturers' recommendations and SOPs

Foundation Skills

This section describes those required skills (reading, writing, oral communication and numeracy) that are essential to workplace performance in this unit of competency.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Power tools include one (1) or more of the following:	• electric or pneumatic/hydraulic drills • grinders • jigsaws • nibblers • cutting saws • sanders • planers • routers • pedestal drills • pedestal grinders
Power tool operations include one (1) or more of the following:	• clamping • alignments • adjustments
Applications include one (1) or more of the following:	• loosening and fastening items or components • shaping, finishing, cutting, grinding of metallic and non-metallic materials and/or tool bits to size and shape
Drawings include one (1) or more of the following:	• drawings and sketches not covered by AS 1100 Technical drawing or AS 1102 Graphical symbols for electrotechnical documentation, and their equivalents • work specifications that include graphic representations that do not require interpretation
Clamping includes one (1) or more of the following:	• multigrips • vices • jigs and fixtures • clamps
Job specifications include one (1) or more of the following:	• finish • size • shape
Operational maintenance includes one (1) or more of the following:	• cleaning • lubricating • tightening

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Unit Mapping Information

Release 1. Supersedes and is equivalent to MEM18002B Use power tools/hand held operations

Links

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Assessment Requirements for MEM18002 Use power tools/hand held operations

Modification History

Release 1. Supersedes and is equivalent to MEM18002B Use power tools/hand held operations

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy the requirements of the elements and performance criteria on at least two (2) occasions and include:

- following work instructions, standard operating procedures (SOPs) and safe work practices
- selecting and using a range of hand held and fixed power tools for a variety of general engineering applications
- following designated procedures for dealing with unsafe or faulty power tools
- undertaking routine maintenance and cleaning of power tools, including storage.

Knowledge Evidence

Evidence required to demonstrate the required knowledge for this unit must be relevant to and satisfy the requirements of the elements and performance criteria and include knowledge of:

- safe work practices and procedures and use of personal protective equipment (PPE)
- features and application of different power tools
- clamping/securing methods
- adjustments/alignments to a range of power tools
- common faults and/or defects in power tools
- procedures for marking unsafe or faulty power tools for repair
- routine maintenance requirements and cleaning of a range of power tools
- storage location and procedures of a range of power tools.

Assessment Conditions

- Assessors must:
  - have vocational competency in using power tools/hand held operations at least to the level being assessed with relevant industry knowledge and experience
  - satisfy the assessor requirements in the *Standards for Registered Training Organisations 2015* or its replacement and comply with the *National Vocational Education and Training Regulator Act 2011,* its replacement or equivalent legislation covering VET regulation in a non-referring state/territory as the case requires

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- Where possible assessment must occur in operational workplace situations. Where this is not possible or where personal safety or environmental damage are limiting factors, assessment must occur in a sufficiently rigorous simulated environment that reflects realistic operational workplace conditions. This must cover all aspects of workplace performance, including environment, task skills, task management skills, contingency management skills and job role environment skills
- Conditions for assessment must include access to all tools, equipment, materials and documentation required, including relevant workplace procedures, product and manufacturing specifications
- Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b7050d37-5fd0-4740-8f7d-3b7a49c10bb2

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MEM18003 Use tools for precision work

Modification History

Release 1. Supersedes and is equivalent to MEM18003C Use tools for precision work

Application

This unit of competency defines the skills and knowledge required to use tools to manually produce work to precise dimensions and/or finishes.

It covers performing precision tasks on a range of metallic and non-metallic materials using a variety of tools, instruments and power equipment.

Where the interpretation of technical drawings is required unit MEM09002 Interpret technical drawing should also be selected.

Where precision measurement is required unit MEM12003 Perform precision mechanical measurement should also be selected.

Where precision marking out is required unit MEM12006 Mark off/out (general engineering) should also be selected.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Band: **A**

Unit Weight: **4**

Pre-requisite Unit

MEM11011 Undertake manual handling

MEM12023 Perform engineering measurements

MEM13015 Work safely and effectively in manufacturing and engineering

MEM16006 Organise and communicate information

MEM18001 Use hand tools

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MEM18002 Use power tools/hand held operations

Competency Field

Maintenance and diagnostics

Elements and Performance Criteria

Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	**Determine job requirements**	1.1	Follow standard operating procedures (SOPs)
		1.2	Comply with work health and safety (WHS) requirements at all times
		1.3	Use appropriate personal protective equipment (PPE) in accordance with SOPs
		1.4	Identify job requirements from specifications, drawings, job sheets or work instructions
2	**Prepare tools and tooling to produce precision outcome**	2.1	Select processes/techniques appropriate to the precision work to be undertaken, material and specifications
		2.2	Select tools, accessories and consumables appropriate to task, specifications and material
		2.3	Prepare tools/tooling and adjust, as required
3	**Use tools to produce work to precise specifications**	3.1	Prepare the work piece and secure using appropriate method for selected operation
		3.2	Use tools to produce specified outcome to the required accuracy in accordance with SOPs
		3.3	Inspect tools and equipment for safe and proper working order before, during and after use
		3.4	Identify unserviceable tools, repair where appropriate, or mark for repair or disposal, according to prescribed procedure

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Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
	3.5 Undertake inspection and maintenance of tools and equipment according to standard workplace procedures, principles and techniques
	3.6 Store and maintain tools to ensure serviceability

Foundation Skills

This section describes those required skills (reading, writing, oral communication and numeracy) that are essential to workplace performance in this unit of competency.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Techniques include one (1) or more of the following:	• cutting out • drilling • fitting • filing • reaming • lapping • broaching • burnishing • scraping • polishing • hand held grinding • chiselling

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This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Precision work includes one (1) or more of the following:	• scraping machine beds to precise tolerances • broaching a keyway • hand reaming the bore of a spigot or bush to a positive transition fit with shaft • core drilling (finishing) a blind hole to receive a mating pin • lapping a mechanical seal to fine finish • filing complex angles and mating edges • precision grinding using a flexible drive shaft attachment
Precision outcomes include one (1) or more of the following:	• specified tolerances • allowances • fits • finishes • alignments
Tools or equipment required to achieve precision outcomes include one (1) or more of the following:	• reamers • files • chisels • polishing buffs • lapping plate • broaches • flat, half round and bore scrapers
Tool adjustment includes one (1) or more of the following:	• tool shape • rake angle • clearance angles
Inspection and preventative maintenance include one (1) or more of the following:	• visual checking of leads and connections • sharpening of cutting equipment • repair of associated tools

Unit Mapping Information

Release 1. Supersedes and is equivalent to MEM18003C Use tools for precision work

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Assessment Requirements for MEM18003 Use tools for precision work

Modification History

Release 1. Supersedes and is equivalent to MEM18003C Use tools for precision work

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy the requirements of the elements and performance criteria on at least two (2) occasions and include:

- following work instructions, standard operating procedures (SOPs) and safe work practices
- preparing tools for precision outcomes, including selecting processes and engineering techniques, methods and procedures appropriate to the task
- determining and making tool adjustments to produce required outcome, where applicable
- selecting and using precision tools and equipment to produce the desired outcome to meet job specifications
- following designated procedures for dealing with unsafe or faulty tools
- undertaking routine repair/operational maintenance of tools and equipment and storing in accordance with procedures.

Knowledge Evidence

Evidence required to demonstrate the required knowledge for this unit must be relevant to and satisfy the requirements of the elements and performance criteria and include knowledge of:

- safe work practices and procedures and use of personal protective equipment (PPE)
- work to be undertaken and specifications to be achieved
- appropriate tools, processes and equipment required to carry out the work to the required specifications and reasons and procedures for using the selected tools
- engineering principles to be applied during the use of the tools
- manufacturers' specifications of the tools and equipment selected
- procedures for checking tools and equipment for correct and safe operation
- common faults and/or defects in tools and equipment used/selected
- procedures for marking unsafe or faulty tools and equipment for repair
- repairs/operational maintenance that can be made to the tools and equipment used/selected
- procedures for repairing/maintaining the tools and equipment used/selected
- procedures for checking/storing tools and equipment used/selected prior to storage and storage location.

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Assessment Conditions

- Assessors must:
  - have vocational competency in using tools for precision work at least to the level being assessed with relevant industry knowledge and experience
  - satisfy the assessor requirements in the *Standards for Registered Training Organisations 2015* or its replacement and comply with the *National Vocational Education and Training Regulator Act 2011*, its replacement or equivalent legislation covering VET regulation in a non-referring state/territory as the case requires
- Where possible assessment must occur in operational workplace situations. Where this is not possible or where personal safety or environmental damage are limiting factors, assessment must occur in a sufficiently rigorous simulated environment that reflects realistic operational workplace conditions. This must cover all aspects of workplace performance, including environment, task skills, task management skills, contingency management skills and job role environment skills
- Conditions for assessment must include access to all tools, equipment, materials and documentation required, including relevant workplace procedures, product and manufacturing specifications
- Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b7050d37-5fd0-4740-8f7d-3b7a49c10bb2

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MEM18006 Perform precision fitting of engineering components

Modification History

Release 1. Supersedes and is equivalent to MEM18006C Repair and fit engineering components

Application

This unit of competency has been developed for Engineering Tradesperson - Mechanical apprenticeship training and the recognition of trade-level skills in precision fitting and mechanical repair.

It defines the trade-level fitting skills and knowledge associated with manufacturing of new parts/components and fitting mechanical engineering components into assemblies or sub-assemblies to specifications and specified tolerances.

The skills and knowledge described by this unit are applied in occupational and work situations associated with fitting, mechanical trade and maintenance work.

Where the knowledge and skills associated with machining or welding are required, the appropriate units should also be selected.

Where additional or higher marking out skills are required unit MEM12006 Mark off/out (general engineering) should also be selected.

Where the knowledge and skills associated with the installation, removal, repair or replacement of mechanical seals is required unit MEM18012 Perform installation and removal of mechanical seals should also be selected.

Where the knowledge and skills associated with high pressure fluid power seals is required unit MEM18020 Maintain hydraulic system components should also be selected.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Band: A

Unit Weight: 6

Pre-requisite Unit

MEM09002	Interpret technical drawing
MEM11011	Undertake manual handling
MEM12023	Perform engineering measurements
MEM12024	Perform computations

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MEM13015	Work safely and effectively in manufacturing and engineering
MEM14006	Plan work activities
MEM16006	Organise and communicate information
MEM18001	Use hand tools
MEM18002	Use power tools/hand held operations
MEM18003	Use tools for precision work
MEM18055	Dismantle, replace and assemble engineering components

Competency Field

Maintenance and diagnostics

Elements and Performance Criteria

Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	**Determine job requirements**	1.1	Follow standard operating procedures (SOPs)
		1.2	Comply with work, health and safety (WHS) requirements at all times
		1.3	Use appropriate personal protective equipment (PPE) in accordance with SOPs
		1.4	Identify job requirements from specifications, drawings, job sheets or work instructions
2	**Plan and prepare to undertake work**	2.1	Assess operation and condition of components against specifications
		2.2	Identify and isolate any faulty or worn components
		2.3	Mark component parts for identification, where required
		2.4	Determine the cause/s of faults using appropriate engineering principles, techniques, procedures, tools and

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Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
			equipment
		2.5	Determine repair/replacement strategy
3	**Manufacture and/or repair and/or replace faulty components**	3.1	Obtain parts, component and or materials from appropriate sources
		3.2	Source, repair or produce components to meet specifications
		3.3	Inspect components for compliance with specifications
4	**Fit engineering components into assemblies or sub-assemblies**	4.1	Determine the correct fitting requirements and sequence of assembly
		4.2	Prepare and assemble component parts using fastening equipment and methods which ensures conformance to specifications, operational performance, quality and safety
		4.3	Determine lubrication requirements by appropriate means and lubricate, where applicable
		4.4	Perform final adjustments on component assembly to meet operational specifications
5	**Check operation of repaired components/unit**	5.1	Check all components/unit under operational conditions for compliance to specifications
		5.2	Approve any out-of-specification modification/alterations through an appropriate authority and record
		5.3	Perform final modifications/alterations on assembly to meet operational specifications
		5.4	Commission the final assembly and return to service

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Foundation Skills

This section describes those required skills (reading, writing, oral communication and numeracy) that are essential to workplace performance in this unit of competency.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Engineering principles and fitting techniques include one (1) or more of the following:

- limits of tolerance
- allowances and clearances
- effects of wear, stress and temperature
- types of fits:
  - clearance
  - transition
  - interference
- press fitting methods
- force fits
- shrink and freeze (expansion) fits
- keyed fits
- taper fits
- lateral and radial forces
- datum and centrelines
- broaching
- drilling
- scraping
- filing
- reaming
- tapping
- threading
- simple gland top-ups in non-critical applications
- routine gland maintenance
- jointing
- gaskets

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Unit Mapping Information

Release 1. Supersedes and is equivalent to MEM18006C Repair and fit engineering components

Links

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Assessment Requirements for MEM18006 Perform precision fitting of engineering components

Modification History

Release 1. Supersedes and is equivalent to MEM18006C Repair and fit engineering components

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy the requirements of the elements and performance criteria on at least two (2) occasions and include:

- following work instructions, standard operating procedures (SOPs) and safe work practices
- assessing engineering components visually and dimensionally with appropriate testing and measuring equipment techniques for compliance to specifications
- repairing or replacing faulty components using appropriate tools, equipment and techniques
- assembling components using appropriate fitting techniques and principles
- recording approved modifications/alterations
- inspecting final assembly to check compliance to specifications
- returning the final assembly to service in accordance with SOPs.

Knowledge Evidence

Evidence required to demonstrate the required knowledge for this unit must be relevant to and satisfy the requirements of the elements and performance criteria and include knowledge of:

- safe work practices and procedures and use of personal protective equipment (PPE)
- tools and equipment used to dismantle, repair, assemble and fit engineering components
- consequences of having non-compliant components
- types of modifications/adjustments to components being repaired/fitted
- repair methods
- sources of replacement parts
- techniques for the production of engineering components
- assembly and fitting techniques
- machine backlash/recoil
- measuring equipment
- engineering components - shafts, single and multi-throw crankshafts, cams and journals, bearings and bearing surfaces, and keys
- squareness, roundness, concentricity, flatness, straightness, surface finish and angular correctness

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- purpose, selection criteria and use of gland packing, jointing or gasket materials
- types and application of lubricants
- approval processes for documenting out-of-specification modifications
- commissioning and return to service procedures.

Assessment Conditions

- Assessors must:
  - have vocational competency in performing precision fitting of engineering components at least to the level being assessed with relevant industry knowledge and experience
  - satisfy the assessor requirements in the *Standards for Registered Training Organisations 2015* or its replacement and comply with the *National Vocational Education and Training Regulator Act 2011*, its replacement or equivalent legislation covering VET regulation in a non-referring state/territory as the case requires.
- Assessment must include evidence of 240 hours of workplace practice associated with the skills of this unit in a functioning workplace.
- All aspects of competent application of the unit must be addressed including prerequisite competency units and associated workplace performance, including environment, task skills, task management skills, contingency management skills and job role environment skills.
- Knowledge assessment may be either verbal or written but must adequately reflect the knowledge requirements of the unit and its prerequisites in a functioning workplace.
- Conditions for assessment must include access to all tools, equipment, materials and documentation required, including relevant workplace procedures, product and manufacturing specifications.
- Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b7050d37-5fd0-4740-8f7d-3b7a49c10bb2

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MEM18011 Shut down and isolate machines/equipment

Modification History

Release 1. Supersedes and is equivalent to MEM18011C Shut down and isolate machines/equipment

Application

This unit of competency defines the skills and knowledge required to isolate and shut down machines and equipment and applies to situations that require extensive system knowledge that exclude the straightforward starting/stopping of machinery/equipment through the use of simple switching, including use of emergency switches.

All shutdown and isolation must comply with relevant regulations, Australian Standards and legislative requirements governing isolation and shutdown.

Where interpretation of technical drawings is required unit MEM09002 Interpret technical drawing should also be selected.

Where the selection and use of engineering measurement is required unit MEM12023 Perform engineering measurements should also be selected.

Where the selection and use of tools is required unit MEM18001 Use hand tools and unit MEM18002 Use power tools/hand held operations should also be selected as appropriate.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Band:

This unit has dual status and is to be regarded as both a specialisation Band A unit and Specialisation Band B unit for progression to C7 (AQF level IV).

Unit Weight: **2**

Pre-requisite Unit

MEM11011	Undertake manual handling
MEM13015	Work safely and effectively in manufacturing and engineering

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MEM16006 Organise and communicate information

Competency Field

Maintenance and diagnostics

Elements and Performance Criteria

Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	**Determine job requirements**	1.1	Follow standard operating procedures (SOPs)
		1.2	Comply with work health and safety (WHS) requirements at all times
		1.3	Use appropriate personal protective equipment (PPE) in accordance with SOPs
		1.4	Identify job requirements from specifications, job sheets or work instructions
		1.5	Identify any relevant regulations, Australian Standards and legislative requirements governing isolation and shutdown
2	**Shut down and isolate machine/ equipment**	2.1	Determine machine/equipment operational function
		2.2	Undertake shutdown/isolation sequence safely and to SOPs
		2.3	Ensure machine/equipment is depressurised/emptied/de-energised/bled to SOPs
		2.4	Verify safe shutdown/isolation of machine/equipment
		2.5	Install safety/security lock-off devices and signage
		2.6	Confirm shutdown and isolation complies with relevant regulations, Australian Standards and legislative requirements governing isolation and shutdown

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Foundation Skills

This section describes those required skills (reading, writing, oral communication and numeracy) that are essential to workplace performance in this unit of competency.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Shut down/isolate includes one (1) or more of the following:	• isolation of mechanical and electrical drives • pipework (pressure) • rotating equipment utilising electrical lock-off isolators • mechanical and power driven valves
Machine/equipment includes one (1) or more of the following:	• manual • semi-automatic • automatic machines of a stand-alone, continuous production or process nature

Unit Mapping Information

Release 1. Supersedes and is equivalent to MEM18011C Shut down and isolate machines/equipment

Links

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Assessment Requirements for MEM18011 Shut down and isolate machines/equipment

Modification History

Release 1. Supersedes and is equivalent to MEM18011C Shut down and isolate machines/equipment

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy the requirements of the elements and performance criteria on at least two (2) occasions and include:

- following work instructions, standard operating procedures (SOPs) and safe work practices
- identifying and interpreting specifications, charts, lists and other applicable reference documents to shut down and isolate machines and equipment
- shutting down machines/equipment ensuring machine/equipment is depressurised/emptied/de-energised/bled according to procedures
- isolating machines/equipment safely in accordance with SOPs, relevant regulations, Australian Standards and legislative requirements governing isolation and shutdown and verifying safe isolation
- installing safety/security lock-off devices and signage.

Knowledge Evidence

Evidence required to demonstrate the required knowledge for this unit must be relevant to and satisfy the requirements of the elements and performance criteria and include knowledge of:

- safe work practices and procedures and use of personal protective equipment (PPE)
- operational function of the machine/equipment
- shutdown sequence
- procedures and safety precautions for shutting down and isolating the machine/equipment
- procedures for purging/de-energising the machine/equipment and reasons for doing so
- procedures for verifying machine/equipment shutdown and isolation and reasons for verifying
- relevant regulations, Australian Standards and legislative requirements governing isolation and shutdown
- safety/security lock-off devices and signage to be installed
- reasons and procedures for installing lock-off devices and signage
- reasons for ensuring the machine/equipment is left in a clean safe state.

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Assessment Conditions

- Assessors must:
  - have vocational competency in shutting down and isolating machines/equipment at least to the level being assessed with relevant industry knowledge and experience
  - satisfy the assessor requirements in the *Standards for Registered Training Organisations 2015* or its replacement and comply with the *National Vocational Education and Training Regulator Act 2011,* its replacement or equivalent legislation covering VET regulation in a non-referring state/territory as the case requires
- Where possible assessment must occur in operational workplace situations. Where this is not possible or where personal safety or environmental damage are limiting factors, assessment must occur in a sufficiently rigorous simulated environment that reflects realistic operational workplace conditions. This must cover all aspects of workplace performance, including environment, task skills, task management skills, contingency management skills and job role environment skills
- Conditions for assessment must include access to all tools, equipment, materials and documentation required, including relevant workplace procedures, product and manufacturing specifications
- Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Links

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MEM18018 Maintain pneumatic system components

Modification History

Release 1. Supersedes and is equivalent to MEM18018C Maintain pneumatic system components

Application

This unit of competency defines the skills and knowledge required to check pneumatic system components, identify and repair or replace faulty components.

Pneumatic system components are identified and inspected and assessed using fluid power principles to predetermined specifications interpreted from data sheets and circuits diagrams.

Where straightforward removal/replacement of components from a pneumatic system is required unit MEM18055 Dismantle, replace and assemble engineering components and unit MEM18071 Connect and disconnect fluid conveying system components, should be selected as appropriate.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Band: **A**

Unit Weight: **4**

Pre-requisite Unit

MEM09002	Interpret technical drawing
MEM11011	Undertake manual handling
MEM12023	Perform engineering measurements
MEM12024	Perform computations
MEM13015	Work safely and effectively in manufacturing and engineering
MEM14006	Plan work activities
MEM16006	Organise and communicate information

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MEM18001	Use hand tools
MEM18002	Use power tools/hand held operations
MEM18003	Use tools for precision work
MEM18006	Perform precision fitting of engineering components
MEM18055	Dismantle, replace and assemble engineering components

Competency Field

Maintenance and diagnostics

Elements and Performance Criteria

Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	**Determine job requirements**	1.1	Follow standard operating procedures (SOPs)
		1.2	Comply with work health and safety (WHS) requirements at all times
		1.3	Use appropriate personal protective equipment (PPE) in accordance with SOPs
		1.4	Identify job requirements from specifications, drawings, job sheets or work instructions
2	**Check pneumatic system components**	2.1	Identify the characteristics and operational function of each system component
		2.2	Inspect and test the operational function of each component
		2.3	Assess correct operation of each component against specifications
3	**Identify, repair or replace faulty pneumatic system**	3.1	Localise faulty system components and confirm malfunction by inspection and testing using fluid power principles, procedures and safety requirements

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Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
components	3.2 Dismantle faulty system components and repair to manufacturers'/site specifications
	3.3 Select replacement parts from appropriate sources
	3.4 Reassemble system components and verify for correct operation and test against specifications
	3.5 Confirm correct operation of the pneumatic system according to SOPs
	3.6 Adopt appropriate follow-up procedures
	3.7 Complete service reports

Foundation Skills

This section describes those required skills (reading, writing, oral communication and numeracy) that are essential to workplace performance in this unit of competency.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Pneumatic system components include one (1) or more of the following:	• static and dynamic seals • linear and semi-rotary actuators • pressure control valves • directional control valves • flow control valves • normally open and closed timers • counters • pneumatic motors • fluid conductors • other associated equipment

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This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Unit Mapping Information

Release 1. Supersedes and is equivalent to MEM18018C Maintain pneumatic system components

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b7050d37-5fd0-4740-8f7d-3b7a49c10bb2

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Assessment Requirements for MEM18018 Maintain pneumatic system components

Modification History

Release 1. Supersedes and is equivalent to MEM18018C Maintain pneumatic system components

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy the requirements of the elements and performance criteria on at least two (2) occasions and include:

- following work instructions, standard operating procedures (SOPs) and safe work practices
- identifying and interpreting specifications, charts, lists, drawings and other applicable reference documents to maintain pneumatic system components
- inspecting and testing pneumatic system components to predetermined specifications using fluid power principles
- checking component parts visually and dimensionally for compliance to specification and, where appropriate, marking faulty parts for repair, replacement or adjustment
- dismantling and repairing faulty system components, including selecting replacement parts from manufacturers'/suppliers' catalogues to site or manufacturers' specifications
- assembling and testing pneumatic components for correct operation and compliance to specifications
- checking the operation of the pneumatic system for compliance to specifications
- completing service reports in accordance with SOPs.

Knowledge Evidence

Evidence required to demonstrate the required knowledge for this unit must be relevant to and satisfy the requirements of the elements and performance criteria and include knowledge of:

- safe work practices and procedures and use of personal protective equipment (PPE)
- full range of pneumatic system components and characteristics/operational function of each component
- procedures and equipment for inspecting and testing pneumatic system components
- specifications of each pneumatic system component
- faulty system components and causes of faulty components
- individual components within the pneumatic system
- procedures for repairing pneumatic system components
- procedures for checking pneumatic system operation
- follow-up procedures with respect to repaired/replaced pneumatic system components

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- reporting/recording procedures.

Assessment Conditions

- Assessors must:
  - have vocational competency in maintaining pneumatic system components at least to the level being assessed with relevant industry knowledge and experience
  - satisfy the assessor requirements in the *Standards for Registered Training Organisations 2015* or its replacement and comply with the *National Vocational Education and Training Regulator Act 2011,* its replacement or equivalent legislation covering VET regulation in a non-referring state/territory as the case requires
- Assessment must include evidence of 160 hours of workplace practice associated with the skills of this unit in a functioning workplace.
- All aspects of competent application of the unit must be addressed including prerequisite competency units and associated workplace performance, including environment, task skills, task management skills, contingency management skills and job role environment skills.
- Knowledge assessment may be either verbal or written but must adequately reflect the knowledge requirements of the unit and its prerequisites in a functioning workplace.
- Conditions for assessment must include access to all tools, equipment, materials and documentation required, including relevant workplace procedures, product and manufacturing specifications.
- Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b7050d37-5fd0-4740-8f7d-3b7a49c10bb2

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MEM18019 Maintain pneumatic systems

Modification History

Release 1. Supersedes and is equivalent to MEM18019B Maintain pneumatic systems

Application

This unit of competency defines the skills and knowledge required to undertake preventive maintenance checks/adjustments on pneumatic systems, and fault-find, replace, repair or overhaul and recommission pneumatic systems.

It applies to pneumatic systems in industrial and mobile plant and equipment used in manufacturing, agricultural, forestry, mining and transport industries.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Band: B

Unit Weight: **4**

Pre-requisite Unit

MEM09002	Interpret technical drawing
MEM11011	Undertake manual handling
MEM12023	Perform engineering measurements
MEM12024	Perform computations
MEM13015	Work safely and effectively in manufacturing and engineering
MEM14006	Plan work activities
MEM16006	Organise and communicate information
MEM18001	Use hand tools
MEM18002	Use power tools/hand held operations
MEM18003	Use tools for precision work

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MEM18006	Perform precision fitting of engineering components
MEM18018	Maintain pneumatic system components
MEM18055	Dismantle, replace and assemble engineering components

Competency Field

Maintenance and diagnostics

Elements and Performance Criteria

Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	**Determine job requirements**	1.1	Follow standard operating procedures (SOPs)
		1.2	Comply with work health and safety (WHS) requirements at all times
		1.3	Use appropriate personal protective equipment (PPE) in accordance with SOPs
		1.4	Identify job requirements from specifications, drawings, job sheets or work instructions
2	**Undertake preventative maintenance checks/adjustments on pneumatic systems**	2.1	Identify system components, assemblies or sub-assemblies and prepare for inspection/preventative maintenance
		2.2	Carry out visual inspection and testing with appropriate test equipment according to fluid power principles, procedures and safety requirements
		2.3	Perform scheduled preventative maintenance tasks, including obvious repairs and adjustments, according to manufacturers' specification using fluid power techniques/practices
3	**Undertake fault-finding on pneumatic**	3.1	Identify designated pneumatic system components and carry out visual inspection of the system for the collection of fault-finding data

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Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
	systems	3.2	Consult system operator and collect additional data, where appropriate
		3.3	Check maintenance reports and preventative maintenance schedules and review for additional fault-finding data
		3.4	Undertake checks and tests
		3.5	Identify and verify faults and malfunctions
		3.6	Document or report faults and malfunctions to designated personnel using appropriate procedures
4	**Repair and/or overhaul pneumatic power system**	4.1	Isolate system or sub-assembly and discharge residue pressure safely in accordance with prescribed procedures or check for correct isolation
		4.2	Tag isolated system or sub-assembly according to SOPs
		4.3	Remove component or sub-assembly from system
		4.4	Dismantle components or sub-assemblies, examine and verify for replacement, repair or overhaul
		4.5	Select replacement items from appropriate sources
		4.6	Rectify faulty items
		4.7	Refit component or sub-assembly items to equipment and test for compliance against specifications
5	**Recommission pneumatic system**	5.1	Re-commission system or sub-assembly according to prescribed procedures and specifications
		5.2	Verify correct operation of the system using fluid power principles and system application techniques
		5.3	Instigate appropriate follow-up procedures
		5.4	Update maintenance records/service reports

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Foundation Skills

This section describes those required skills (reading, writing, oral communication and numeracy) that are essential to workplace performance in this unit of competency.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Pneumatic systems include one (1) or more of the following:	• pneumatic assemblies/sub-assemblies • stationary/mobile equipment • pneumatic power tools
Test equipment includes one (1) or more of the following:	• leak testers • escape rate gauges • hand held pressure testers • other appropriate equipment
Rectify includes one (1) or more of the following:	• replacement • repair and/or reuse of components

Unit Mapping Information

Release 1. Supersedes and is equivalent to MEM18019B Maintain pneumatic systems

Links

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Assessment Requirements for MEM18019 Maintain pneumatic systems

Modification History

Release 1. Supersedes and is equivalent to MEM18019B Maintain pneumatic systems

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy the requirements of the elements and performance criteria on at least two (2) occasions and include:

- following work instructions, standard operating procedures (SOPs) and safe work practices
- obtaining and interpreting maintenance reports and preventative maintenance schedules
- inspecting and testing pneumatic system components, assemblies or sub-assemblies and carrying out preventative maintenance tasks to predetermined specifications using fluid power principles, tools and equipment
- checking component parts visually and dimensionally for compliance to specification and, where appropriate, marking faulty parts for repair, replacement or adjustment
- consulting with system operator and carrying out visual inspection of pneumatic system and components with respect to the fault being investigated and other anomalies
- undertaking fault-finding and verifying and confirming faults/malfunctions
- isolating and depressurising system or sub-assembly, confirming and using appropriate tagging system according to SOPs
- removing, dismantling and repairing/overhauling faulty system components or sub-assembly, including selecting replacement parts from manufacturers'/suppliers' catalogues, to site or manufacturers' specifications
- assembling pneumatic components or sub-assembly for compliance to specifications, refitting items to equipment and testing for correct operation
- recommissioning pneumatic system/sub-assembly to specifications and verifying correct operation and initiating any follow-up procedures
- updating and completing maintenance records and/or service reports.

Knowledge Evidence

Evidence required to demonstrate the required knowledge for this unit must be relevant to and satisfy the requirements of the elements and performance criteria and include knowledge of:

- safe work practices and procedures and use of personal protective equipment (PPE)
- pneumatic principles
- manufacturers' specifications and structure of common pneumatic system components and their constituent parts
- pneumatic system/component faults that can be determined by visual inspection

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- application of common pneumatic system/component test equipment
- scheduled preventative maintenance tasks
- common pneumatic system and component faults and any previous faults
- any previous maintenance carried out on the pneumatic system/components
- typical checks/tests that can be carried out on pneumatic systems/components and their application
- pneumatic system/component tests and testing techniques
- apparent faults/malfunctions
- documentation/reporting requirements with respect to verified faults/malfunctions
- procedures for initiating repair and/or overhaul of the pneumatic system
- procedures for isolating and depressurising pneumatic systems
- tagging requirements for isolated systems
- appropriate repair/overhaul procedures of pneumatic components
- pneumatic system operational specifications and system recommissioning procedures
- any appropriate follow-up maintenance or operational checks
- maintenance recording/reporting requirements and consequences of inaccurate or incomplete recording/reporting of maintenance/service activities.

Assessment Conditions

- Assessors must:
  - have vocational competency in maintaining pneumatic systems at least to the level being assessed with relevant industry knowledge and experience
  - satisfy the assessor requirements in the *Standards for Registered Training Organisations 2015* or its replacement and comply with the *National Vocational Education and Training Regulator Act 2011,* its replacement or equivalent legislation covering VET regulation in a non-referring state/territory as the case requires.
- Assessment must include evidence of 160 hours of workplace practice associated with the skills of this unit in a functioning workplace.
- All aspects of competent application of the unit must be addressed including prerequisite competency units and associated workplace performance, including environment, task skills, task management skills, contingency management skills and job role environment skills.
- Knowledge assessment may be either verbal or written but must adequately reflect the knowledge requirements of the unit and its prerequisites in a functioning workplace.
- Conditions for assessment must include access to all tools, equipment, materials and documentation required, including relevant workplace procedures, product and manufacturing specifications.
- Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b7050d37-5fd0-4740-8f7d-3b7a49c10bb2

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MEM18020 Maintain hydraulic system components

Modification History

Release 1. Supersedes and is equivalent to MEM18020B Maintain hydraulic system components

Application

This unit of competency defines the skills and knowledge required to check hydraulic system components, identify, and repair or replace faulty components.

Hydraulic system components are identified and inspected and assessed using fluid power principles to predetermined specifications interpreted from data sheets and circuits diagrams.

Where straightforward removals/replacement of components from a hydraulic system is required unit MEM18055 Dismantle, replace and assemble engineering components and unit MEM18071 Connect and disconnect fluid conveying system components, should be selected as appropriate.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Band: **A**

Unit Weight: **4**

Pre-requisite Unit

MEM09002	Interpret technical drawing
MEM11011	Undertake manual handling
MEM12023	Perform engineering measurements
MEM12024	Perform computations
MEM13015	Work safely and effectively in manufacturing and engineering
MEM14006	Plan work activities
MEM16006	Organise and communicate information

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MEM18001	Use hand tools
MEM18002	Use power tools/hand held operations
MEM18003	Use tools for precision work
MEM18006	Perform precision fitting of engineering components
MEM18055	Dismantle, replace and assemble engineering components

Competency Field

Maintenance and diagnostics

Elements and Performance Criteria

Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	**Determine job requirements**	1.1	Follow standard operating procedures (SOPs)
		1.2	Comply with work health and safety (WHS) requirements at all times
		1.3	Use appropriate personal protective equipment (PPE) in accordance with SOPs
		1.4	Identify job requirements from specifications, drawings, job sheets or work instructions
2	**Check hydraulic system components**	2.1	Identify the characteristics and operational function of each system component
		2.2	Inspect and test the operational function of each component
		2.3	Assess correct operation of each component against specifications
3	**Identify and repair or replace faulty hydraulic**	3.1	Localise faulty system components and confirm malfunction by inspection and testing using fluid power principles, procedures and safety requirements

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Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
system components	3.2 Dismantle faulty system components and repair to manufacturers'/site specifications
	3.3 Select replacement parts from appropriate sources
	3.4 Reassemble system components and test for correct operation and assessment against specifications
	3.5 Confirm correct operation of the hydraulic system according to SOPs
	3.6 Adopt appropriate follow-up procedures
	3.7 Complete service reports

Foundation Skills

This section describes those required skills (reading, writing, oral communication and numeracy) that are essential to workplace performance in this unit of competency.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Hydraulic system components include one (1) or more of the following:	• static and dynamic seals • linear and semi-rotary actuators • fixed and variable displacement pumps • pressure, directional and flow control valves • hydraulic motors • reservoirs • contamination control components (filtration) • fluid conductors/fittings • other associated equipment

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Unit Mapping Information

Release 1. Supersedes and is equivalent to MEM18020B Maintain hydraulic system components

Links

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Assessment Requirements for MEM18020 Maintain hydraulic system components

Modification History

Release 1. Supersedes and is equivalent to MEM18020B Maintain hydraulic system components

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy the requirements of the elements and performance criteria on at least two (2) occasions and include:

- following work instructions, standard operating procedures (SOPs) and safe work practices
- identifying and interpreting specifications, charts, lists, drawings and other applicable reference documents to maintain hydraulic system components
- inspecting and testing hydraulic system components to predetermined specifications using fluid power principles
- checking component parts visually and dimensionally for compliance to specification and, where appropriate, marking faulty parts for repair, replacement or adjustment
- dismantling and repairing faulty system components, including selecting replacement parts from manufacturers'/suppliers' catalogues, to site or manufacturers' specifications
- assembling and testing hydraulic components for correct operation and compliance to specifications
- checking the operation of the hydraulic system for compliance to specifications
- completing service reports in accordance with SOPs.

Knowledge Evidence

Evidence required to demonstrate the required knowledge for this unit must be relevant to and satisfy the requirements of the elements and performance criteria and include knowledge of:

- safe work practices and procedures and use of personal protective equipment (PPE)
- Full range of hydraulic system components characteristics/ operational function of each component
- procedures and equipment for inspecting and testing hydraulic system components
- specifications of each hydraulic system component
- faulty system components and causes of faulty components
- individual components within the hydraulic system
- procedure for repairing hydraulic system components
- procedures for checking hydraulic system operation
- follow-up procedures with respect to repaired/replaced hydraulic system components

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- reporting/recording procedures.

Assessment Conditions

- Assessors must:
  - have vocational competency in maintaining hydraulic system components at least to the level being assessed with relevant industry knowledge and experience
  - satisfy the assessor requirements in the *Standards for Registered Training Organisations 2015* or its replacement and comply with the *National Vocational Education and Training Regulator Act 2011,* its replacement or equivalent legislation covering VET regulation in a non-referring state/territory as the case requires.
- Assessment must include evidence of 160 hours of workplace practice associated with the skills of this unit in a functioning workplace.
- All aspects of competent application of the unit must be addressed including prerequisite competency units and associated workplace performance, including environment, task skills, task management skills, contingency management skills and job role environment skills.
- Knowledge assessment may be either verbal or written but must adequately reflect the knowledge requirements of the unit and its prerequisites in a functioning workplace.
- Conditions for assessment must include access to all tools, equipment, materials and documentation required, including relevant workplace procedures, product and manufacturing specifications.
- Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b7050d37-5fd0-4740-8f7d-3b7a49c10bb2

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MEM18021 Maintain hydraulic systems

Modification History

Release 1. Supersedes and is equivalent to MEM18021B Maintain hydraulic systems

Application

This unit of competency defines the skills and knowledge required to undertake preventive maintenance checks/adjustments on hydraulic systems, and fault-find, replace, repair or overhaul and recommission hydraulic systems.

Where the skills and knowledge required relate to mobile plant in agriculture, forestry, rail, marine and other transport operations unit MEM27017 Maintain, fault find and rectify hydraulic systems for mobile plant should be selected.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Band: B

Unit Weight: **4**

Pre-requisite Unit

MEM09002	Interpret technical drawing
MEM11011	Undertake manual handling
MEM12023	Perform engineering measurements
MEM12024	Perform computations
MEM13015	Work safely and effectively in manufacturing and engineering
MEM14006	Plan work activities
MEM16006	Organise and communicate information
MEM18001	Use hand tools
MEM18002	Use power tools/hand held operations
MEM18003	Use tools for precision work

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MEM18006	Perform precision fitting of engineering components
MEM18020	Maintain hydraulic system components
MEM18055	Dismantle, replace and assemble engineering components

Competency Field

Maintenance and diagnostics

Elements and Performance Criteria

Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	**Determine job requirements**	1.1	Follow standard operating procedures (SOPs)
		1.2	Comply with work health and safety (WHS) requirements at all times
		1.3	Use appropriate personal protective equipment (PPE) in accordance with SOPs
		1.4	Identify job requirements from specifications, drawings, job sheets or work instructions
2	**Undertake preventative maintenance checks/adjustments on hydraulic systems**	2.1	Identify system components, assemblies or sub-assemblies and prepare for inspection/preventative maintenance
		2.2	Carry out visual inspection and testing with appropriate test equipment according to fluid power principles, procedures and safety requirements
		2.3	Perform scheduled preventive maintenance tasks, including obvious repairs and adjustments, according to manufacturers' specifications using fluid power techniques/practices
3	**Undertake fault finding on hydraulic systems**	3.1	Identify designated hydraulic system components and carry out a visual inspection of the system for the collection of fault-finding data

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Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
		3.2	Consult system operator and collect additional data, where appropriate
		3.3	Check maintenance reports and preventative maintenance schedules and review for additional fault-finding data
		3.4	Undertake checks and tests
		3.5	Identify and verify faults and malfunctions
		3.6	Document or report faults and malfunctions to designated personnel using appropriate procedures
4	**Repair and/or rectify hydraulic system**	4.1	Isolate system or sub-assembly and discharge residue pressure safely in accordance with prescribed procedure and check for correct isolation
		4.2	Tag isolated system or sub-assembly according to SOPs
		4.3	Remove components or sub-assembly from system
		4.4	Dismantle components or sub-assemblies, examine and verify for replacement, repair or overhaul
		4.5	Select replacement items from appropriate sources
		4.6	Rectify faulty items
		4.7	Refit component or sub-assembly items to equipment and test for correct operation against specifications
5	**Recommission hydraulic system**	5.1	Recommission system or sub-assembly according to prescribed procedures and specifications
		5.2	Verify correct operation of the system using fluid power principles and system application techniques
		5.3	Instigate appropriate follow-up procedures
		5.4	Update maintenance records/service reports

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Foundation Skills

This section describes those required skills (reading, writing, oral communication and numeracy) that are essential to workplace performance in this unit of competency.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Test equipment includes one (1) or more of the following:	• leak testers • escape rate gauges • hand held pressure testers • other appropriate equipment
Rectify includes one (1) or more of the following:	• replacement • repair and/or reuse of components

Unit Mapping Information

Release 1. Supersedes and is equivalent to MEM18021B Maintain hydraulic systems

Links

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Assessment Requirements for MEM18021 Maintain hydraulic systems

Modification History

Release 1. Supersedes and is equivalent to MEM18021B Maintain hydraulic systems

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy the requirements of the elements and performance criteria on at least two (2) occasions and include:

- following work instructions, standard operating procedures (SOPs) and safe work practices
- obtaining and interpreting maintenance reports and preventative maintenance schedules
- inspecting and testing hydraulic system components, assemblies or sub-assemblies and carrying out preventative maintenance tasks to predetermined specifications using fluid power principles, tools and equipment
- consulting with system operator and carrying out visual inspection of hydraulic system and components with respect to the fault being investigated and other anomalies
- undertaking fault-finding and verifying and confirming faults/malfunctions
- checking component parts visually and dimensionally for compliance to specification and, where appropriate, marking faulty parts for repair, replacement or adjustment
- isolating and depressurising system or sub-assembly, confirming and using appropriate tagging system according to SOPs
- removing, dismantling and repairing/overhauling faulty system components or sub-assembly, including selecting replacement parts from manufacturers'/suppliers' catalogues, to site or manufacturers' specifications
- assembling hydraulic components or sub-assembly for compliance to specifications, refitting items to equipment and testing for correct operation
- recommissioning hydraulic system/sub-assembly to specifications and verifying correct operation and initiating any follow-up procedures
- updating and completing maintenance records and/or service reports.
-

Knowledge Evidence

Evidence required to demonstrate the required knowledge for this unit must be relevant to and satisfy the requirements of the elements and performance criteria and include knowledge of:

- safe work practices and procedures and use of personal protective equipment (PPE)
- hydraulic principles
- manufacturers' specifications and structure of common hydraulic system components and their constituent parts

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- hydraulic system/component faults that can be determined by visual inspection
- application of common hydraulic system/component test equipment
- scheduled preventative maintenance tasks
- common hydraulic system and component faults and any previous faults
- any previous maintenance carried out on the hydraulic system/components
- typical checks/tests that can be carried out on hydraulic systems/components and their application
- hydraulic system/component tests and testing techniques
- apparent faults/malfunctions
- documentation/reporting requirements with respect to verified faults/malfunctions
- procedures for initiating repair and/or overhaul of the hydraulic system
- procedures for isolating and depressurising hydraulic systems
- tagging requirements for isolated systems
- appropriate repair/overhaul procedures of hydraulic components
- hydraulic system operational specifications and system recommissioning procedures
- any appropriate follow-up maintenance or operational checks
- maintenance recording/reporting requirements and consequences of inaccurate or incomplete recording/reporting of maintenance/service activities.

Assessment Conditions

- Assessors must:
  - have vocational competency in maintaining hydraulic systems at least to the level being assessed with relevant industry knowledge and experience
  - satisfy the assessor requirements in the *Standards for Registered Training Organisations 2015* or its replacement and comply with the *National Vocational Education and Training Regulator Act 2011,* its replacement or equivalent legislation covering VET regulation in a non-referring state/territory as the case requires.
- Assessment must include evidence of 160 hours of workplace practice associated with the skills of this unit in a functioning workplace.
- All aspects of competent application of the unit must be addressed including prerequisite competency units and associated workplace performance, including environment, task skills, task management skills, contingency management skills and job role environment skills.
- Knowledge assessment may be either verbal or written but must adequately reflect the knowledge requirements of the unit and its prerequisites in a functioning workplace.
- Conditions for assessment must include access to all tools, equipment, materials and documentation required, including relevant workplace procedures, product and manufacturing specifications.
- Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

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MEM18055 Dismantle, replace and assemble engineering components

Modification History

Release 1. Supersedes and is equivalent to MEM18055B Dismantle, replace and assemble engineering components

Application

This unit of competency defines the skills and knowledge required to dismantle, identify faulty components, select replacements and assemble engineering components into assemblies or sub-assemblies in accordance with standard operating procedures (SOPs).

It also applies to the straightforward removal and replacement of pre-manufactured bearings and seals.

Where precision mechanical measurement is required unit MEM12003 Perform precision mechanical measurement should also be selected.

Where fitting techniques and principles are required to assess component condition, and/or modify components to achieve precision fits unit MEM18006 Perform precision fitting of engineering components should also be selected.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Band: **A**

Unit Weight: **3**

Pre-requisite Unit

MEM09002	Interpret technical drawing
MEM11011	Undertake manual handling
MEM12023	Perform engineering measurements
MEM13015	Work safely and effectively in manufacturing and engineering

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MEM16006	Organise and communicate information
MEM18001	Use hand tools
MEM18002	Use power tools/hand held operations

Competency Field

Maintenance and diagnostics

Elements and Performance Criteria

Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	**Determine job requirements**	1.1	Follow standard operating procedures (SOPs)
		1.2	Comply with work health and safety (WHS) requirements at all times
		1.3	Use appropriate personal protective equipment (PPE) in accordance with SOPs
		1.4	Identify job requirements from specifications, drawings, job sheets or work instructions
2	**Dismantle engineering components**	2.1	Inspect engineering components and analyse task requirements
		2.2	Dismantle components using appropriate tools and techniques
		2.3	Mark components for identification, where required
3	**Identify faulty components and select replacement parts**	3.1	Obtain and interpret specifications for components from appropriate source
		3.2	Identify out-of-specification, damaged or faulty components
		3.3	Identify faulty components for repair, replacement or adjustment

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Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.	
	3.4	Select replacement and/or repaired parts for reassembly
4 **Assemble engineering components into assemblies or sub-assemblies**	4.1	Prepare, assemble and adjust components using fastening equipment and methods using appropriate tools, equipment and techniques which ensures compliance to specifications
	4.2	Select and apply lubrication, packing and sealing materials
	4.3	Inspect, test and adjust final component assembly, as necessary, for compliance with operational specifications and return to use according to SOPs

Foundation Skills

This section describes those required skills (reading, writing, oral communication and numeracy) that are essential to workplace performance in this unit of competency.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Engineering components include one (1) or more of the following:	• couplings • universal joints • pumps employing shafts • pre-manufactured bearings and seals • lubricants • fasteners • gaskets

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This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Appropriate tools and equipment include one (1) or more of the following:	• a range of hand and power tools • bearing pullers • special purpose dismantling and assembly tools

Unit Mapping Information

Release 1. Supersedes and is equivalent to MEM18055B Dismantle, replace and assemble engineering components

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b7050d37-5fd0-4740-8f7d-3b7a49c10bb2

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Assessment Requirements for MEM18055 Dismantle, replace and assemble engineering components

Modification History

Release 1. Supersedes and is equivalent to MEM18055B Dismantle, replace and assemble engineering components

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy the requirements of the elements and performance criteria on at least two (2) occasions and include:

- following work instructions, standard operating procedures (SOPs) and safe work practices
- identifying and interpreting specifications, charts, lists, drawings and other applicable reference documents to dismantle, replace and assemble engineering components
- dismantling components using appropriate techniques, tools and equipment and marking component parts for reassembly purposes
- checking component parts visually and dimensionally for compliance to specification and marking faulty parts for repair, replacement or adjustment
- selecting replacement parts using manufacturers' catalogues and data
- assembling components using appropriate techniques and principles
- inspecting final assembly for compliance to specifications
- returning the final assembly to service in accordance with SOPs.

Knowledge Evidence

Evidence required to demonstrate the required knowledge for this unit must be relevant to and satisfy the requirements of the elements and performance criteria and include knowledge of:

- safe work practices and procedures and use of personal protective equipment (PPE)
- tasks to be performed in accordance with SOPs
- tools and equipment associated with dismantling the components
- procedures for:
  - checking components for conformance to specification and equipment required
  - assembling components and requirements of the assembly in terms of specifications, operational performance, quality and safety
  - lubricating the assembly
  - returning components/assemblies into use and checks to be undertaken during inspection of the final assembly
- specifications of the components to be replaced, including features and/or dimensions
- process of identifying replacement parts from catalogues

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- packing and sealing materials.

Assessment Conditions

- Assessors must:
  - have vocational competency in dismantling, replacing and assembling engineering components at least to the level being assessed with relevant industry knowledge and experience
  - satisfy the assessor requirements in the *Standards for Registered Training Organisations 2015* or its replacement and comply with the *National Vocational Education and Training Regulator Act 2011*, its replacement or equivalent legislation covering VET regulation in a non-referring state/territory as the case requires
- Where possible assessment must occur in operational workplace situations. Where this is not possible or where personal safety or environmental damage are limiting factors, assessment must occur in a sufficiently rigorous simulated environment that reflects realistic operational workplace conditions. This must cover all aspects of workplace performance, including environment, task skills, task management skills, contingency management skills and job role environment skills
- Conditions for assessment must include access to all tools, equipment, materials and documentation required, including relevant workplace procedures, product and manufacturing specifications
- Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b7050d37-5fd0-4740-8f7d-3b7a49c10bb2

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MEM18071 Connect and disconnect fluid conveying system components

Modification History

Release 1. Supersedes and is equivalent to MEM18071B Connect/disconnect fluid conveying system components

Application

This unit of competency defines the skills and knowledge required to safely remove and replace a range of fluid conveying components and assemblies, and inspect/test fluid conveying assemblies.

It applies to repairs and replacement to pressure and suction systems on fixed and mobile plant/equipment, including marine, heavy plant and manufacturing plant applications with system pressures range of 10.5 MPa to 35 MPa, ranging up to 70 MPa.

Where interpretation of technical drawings is required unit MEM09002 Interpret technical drawing should also be selected.

Where the selection and use of engineering measurement is required unit MEM12023 Perform engineering measurements should also be selected.

This unit should not be selected when unit MEM18055 Dismantle, replace and assemble engineering components or unit MEM27017 Maintain, fault find and rectify hydraulic systems for mobile plant has already been selected.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Band: **A**

Unit Weight: **2**

Pre-requisite Unit

MEM11011	Undertake manual handling
MEM13003	Work safely with industrial chemicals and materials

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MEM13015	Work safely and effectively in manufacturing and engineering
MEM16006	Organise and communicate information
MEM18001	Use hand tools

Competency Field

Maintenance and diagnostics

Elements and Performance Criteria

Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	**Determine job requirements**	1.1	Follow standard operating procedures (SOPs)
		1.2	Comply with work health and safety (WHS) requirements at all times
		1.3	Use appropriate personal protective equipment (PPE) in accordance with SOPs
		1.4	Identify job requirements from specifications, job sheets or work instructions
2	**Disconnect fluid conveying components and assemblies**	2.1	Carry out safety/risk assessment, identify potentially hazardous situations/conditions and position safety devices
		2.2	Note, record and label lay out of fluid conveying conductor
		2.3	Identify faulty component/assembly using specific troubleshooting procedures, reference documents and fluid power principles
		2.4	Disconnect and remove fluid conveying components and assemblies using appropriate tools, equipment, procedures and techniques
		2.5	Seal open system adequately with standard or special purpose sealing materials

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Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
3	**Obtain replacement parts**	3.1	Select replacement parts from manufacturer catalogues and other relevant reference sources according to international standards and specifications
4	**Test and store components**	4.1	Pressure test fluid conveying assemblies and individual components according to industry and manufacturer standards and using fluid power principles
		4.2	Assess and note condition
		4.3	Clean, seal and store components/assemblies according to industry and manufacturer standards
5	**Connect fluid conveying components and assemblies**	5.1	Check connections and prepare for reconnection
		5.2	Connect components and assemblies to equipment to specifications using appropriate techniques
		5.3	Remove tagged out equipment, signage and safety blocking devices according to SOPs
		5.4	Check equipment and fluid conveying systems and functional test, including in-situ and high pressure test rigs for correct operation according to manufacturer and industry standards
6	**Report results**	6.1	Follow reporting and certification procedures
		6.2	Complete all relevant information

Foundation Skills

This section describes those required skills (reading, writing, oral communication and numeracy) that are essential to workplace performance in this unit of competency.

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Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Fluid conveying applications include one (1) or more of the following:	• hydraulic • pneumatic • water • gas • acids/corrosives/alkalines • abrasives • petroleum • other dry/wet media
Potentially hazardous situations/ conditions include one (1) or more of the following:	• accumulated pressure • contamination • fluid handling
Components and assemblies include one (1) or more of the following:	• high pressure seals • seats • hoses • tubes • pipes • fittings • connectors • adaptors and anchors • other associated attachments

Unit Mapping Information

Release 1. Supersedes and is equivalent to MEM18071B Connect/disconnect fluid conveying system components

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b7050d37-5fd0-4740-8f7d-3b7a49c10bb2

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Assessment Requirements for MEM18071 Connect and disconnect fluid conveying system components

Modification History

Release 1. Supersedes and is equivalent to MEM18071B Connect/disconnect fluid conveying system components

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy the requirements of the elements and performance criteria on at least two (2) occasions and include:

- following work instructions, standard operating procedures (SOPs) and safe work practices
- identifying and interpreting specifications and obtaining relevant data with respect to connecting and disconnecting fluid conveying system components
- identifying potential hazardous situations and carrying out a risk assessment and isolating, tagging, locking off and displaying signage using appropriate procedures
- locating faulty component, neutralising pressures and disconnecting and removing fluid conveying components and assemblies using appropriate techniques, tools and equipment and sealing open system with appropriate sealing materials
- selecting replacement components from manufacturer catalogues and other reference sources
- performing pressure testing on fluid conveying assemblies and individual components using fluid power principles and undertaking condition and serviceability assessment and storing components/assemblies according to industry standards
- connecting components and assemblies to equipment, removing tagged out equipment, signage and safety blocking devices
- testing equipment and fluid conveying systems using appropriate test equipment and rigs for compliance to manufacturer and industry standards
- completing routine reports and certification procedures.

Knowledge Evidence

Evidence required to demonstrate the required knowledge for this unit must be relevant to and satisfy the requirements of the elements and performance criteria and include knowledge of:

- safe work practices and procedures and use of personal protective equipment (PPE)
- different sources of stored energy and their applications
- work health and safety (WHS) responsibilities of customer and self
- safety/security lock-off devices and signage and procedures and reasons for installing lock-off devices and signage
- basic functions of fluid power systems, including:

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  - effects of heat and contamination
  - pressures
  - flow rates and temperatures
  - hose strength and size
  - effect of media on hoses
  - test
  - operational and burst pressures
- techniques and safety practices for pressure testing
- tools, techniques and procedures for removal of components
- troubleshooting techniques
- standard and specific sealing materials and techniques
- different fluid conveying parts and their function
- techniques and safety practices for pressure testing
- criteria for assessment
- methods of cleaning, sealing and storage
- techniques and criteria for connection and confirming connection
- techniques, procedures and safety practices. including neutralisation of pressures.

Assessment Conditions

- Assessors must:
  - have vocational competency in connecting and disconnecting fluid conveying system components at least to the level being assessed with relevant industry knowledge and experience
  - satisfy the assessor requirements in the *Standards for Registered Training Organisations 2015* or its replacement and comply with the *National Vocational Education and Training Regulator Act 2011,* its replacement or equivalent legislation covering VET regulation in a non-referring state/territory as the case requires
- Where possible assessment must occur in operational workplace situations. Where this is not possible or where personal safety or environmental damage are limiting factors, assessment must occur in a sufficiently rigorous simulated environment that reflects realistic operational workplace conditions. This must cover all aspects of workplace performance, including environment, task skills, task management skills, contingency management skills and job role environment skills
- Conditions for assessment must include access to all tools, equipment, materials and documentation required, including relevant workplace procedures, product and manufacturing specifications
- Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b7050d37-5fd0-4740-8f7d-3b7a49c10bb2

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MEM30021A Prepare a simple production schedule

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit covers preparing a simple production schedule in manufacturing. For skills associated with determining steps in manufacturing process see Unit MEM30018A (Undertake basic process planning).

Application of the Unit

Application of the unit	This unit applies to all manufacturing and engineering workplace environments. It covers the scheduling of production that involves several interconnected manufacturing processes. All work is carried out under supervision. **Band**: **0** **Unit Weight**: **0**

Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		

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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 production requirements	1.1. The production processes to be used are identified from instructions and specifications provided. 1.2. Customer requirements in terms of volume, delivery time and arrangements and quality are obtained from supervisor or other appropriate sources. 1.3. Customer and process requirements are analysed to determine production requirements.
2. Develop an activity plan production requirements	2.1. Production requirements are divided into activity elements. 2.2. A network diagram is constructed. 2.3. The critical path is determined. 2.4. The latest start/earliest finish and slack time are determined for activity elements to meet requirements. 2.5. Assistance and approval from supervisor is obtained.
3. Prepare the production schedule	3.1. A production schedule is prepared which lists: 3.1.1. customer requirements 3.1.2. time constraints 3.1.3. production requirements

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ELEMENT	PERFORMANCE CRITERIA
	3.1.4. machine availability and capability 3.1.5. inventory requirements 3.1.6. procurements 3.1.7. supply capacities 3.1.8. contingency analysis. 3.2. A simple bill of materials required is prepared to assist in control of materials. 3.3. Schedule is depicted using a Gantt chart or similar graphical display. 3.4. Schedule allows for future changes to improve performance. 3.5. Assistance and approval from supervisor is obtained.
4. File and issue the schedule	4.1. The schedule is reviewed and tested with appropriate personnel. 4.2. The schedule is referred to appropriate personnel for implementation. 4.3. All supporting documents are provided for implementation. 4.4. The schedule is filed/issued according to workplace procedures.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE
This section describes the skills and knowledge required for this unit.
Required skills
Look for evidence that confirms skills in: • prioritising • communicating • managing time • organising • documenting • using project management tools • analysing • calculating

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REQUIRED SKILLS AND KNOWLEDGE
• reading, interpreting and following information on written job instructions, specifications, standard operating procedures, charts, lists, drawings and other applicable reference documents • planning and sequencing operations • checking and clarifying task-related information
Required knowledge

Look for evidence that confirms knowledge of:
• basic knowledge of:
  • types of production
  • jobbing production
  • batch production
  • process production
  • Just in Time procedures
  • cellular manufacture
  • scheduling
  • interpreting customer requirements
  • machine capability and selection
  • Gant charts
  • contingency plans
  • introduction to project planning techniques
  • introduction to PERT/CPM diagrams
  • introduction to critical path networks
• hazards and control measures associated with preparing a simple production schedule, including housekeeping
• safe work practices and procedures

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 prepare a simple production schedule.

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EVIDENCE GUIDE	
Critical aspects for assessment and evidence required to demonstrate competency in this unit	Assessors must be satisfied that the candidate can competently and consistently perform all elements of the unit as specified by the criteria, including required knowledge, and to be capable of applying the competency in new and different situations and contexts.
Context of and specific resources for assessment	This unit may be assessed on the job, off the job or a combination of both on and off the job. Where assessment occurs off the job, that is the candidate is not in productive work, then an appropriate simulation must be used where the range of conditions reflects realistic workplace situations. The competencies covered by this unit would be demonstrated by an individual working alone or as part of a team. The assessment environment should not disadvantage the candidate. This unit could be assessed in conjunction with any other units addressing the safety, quality, communication, materials handling, recording and reporting associated with preparing a simple production schedule, or other units requiring the exercise of the skills and knowledge covered by this unit.
Method of assessment	Assessors should gather a range of evidence that is valid, sufficient, current and authentic. Evidence can be gathered through a variety of ways including direct observation, supervisor's reports, project work, samples and questioning. Questioning techniques should not require language, literacy and numeracy skills beyond those required in this unit of competency. The candidate must have access to all tools, equipment, materials and documentation required. The candidate must be permitted to refer to any relevant workplace procedures, product and manufacturing specifications, codes, standards, manuals and reference materials.
Guidance information for assessment	

Range Statement

RANGE STATEMENT

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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.	
Simple production schedule	• Applies to the preparation of a schedule for the manufacture of a single component or single assembly function; or to operations for a single small production work unit or production cell • The schedule will involve only a small number of constraints or variables

Unit Sector(s)

Unit sector	

Co-requisite units

Co-requisite units		

Competency field

Competency field	Engineering technician

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MSFFM3012 Set up, operate and maintain sawing machines

Modification History

Release 1 - New unit of competency

Application

This unit of competency covers setting up, operating and maintaining sawing machines using their full technical potential and capacities. It encompasses and builds on the machines and tasks covered in unit *MSFFM2010 Set up, operate and maintain basic static machines*.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Competency Field

Unit Sector

Furniture Making

Elements and Performance Criteria

Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.
1	Prepare for work	1.1 Work instructions are used to determine job requirements, including design, quality, materials, equipment and quantities
		1.2 Cutting list and job specifications are read and interpreted
		1.3 Work health and safety (WHS) requirements, including personal protection needs, are observed throughout the work
		1.4 Material for machining is selected and inspected for quality
		1.5 Sawing machines, cutting tools and jigs are identified and checked for safe and effective operation

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		1.6	Procedures are determined for minimising waste material
		1.7	Procedures are identified for maximising energy efficiency while completing the job
2	Set up machines	2.1	Safety equipment, including emergency stops, gauges, guards and controls are checked
		2.2	Saw settings and adjustments are made in accordance with job requirements and machine and tool manufacturer instructions
		2.3	Trial runs are conducted to check saw operation, accuracy and quality of finished work
		2.4	Necessary adjustments are made to saw settings
3	Operate machines	3.1	Saw start-up procedure is carried out in accordance with manufacturer instructions
		3.2	Material to be sawed is positioned in accordance with manufacturer instructions, tooling requirements, safe handling procedures and standard workplace operating procedures
		3.3	Saw is operated in accordance with its designed capacity and purpose, and to manufacturer recommendations
		3.4	Saw operation is monitored to ensure product quality and output
		3.5	Waste quantities are checked and minimised
		3.6	Items that do not meet quality requirements are recycled or discarded according to workplace procedures
		3.7	Problems with the required work and/or the operation of the saw are identified and reported to appropriate persons
4	Finalise operation and maintain equipment	4.1	Work area is cleaned, hand and/or power tools and equipment are cleaned, maintained and stored in accordance with workplace procedures
		4.2	Machinery is cleaned and left in a safe mode
		4.3	Faulty and/or defective equipment is tagged and reported in accordance with workplace practices
		4.4	Unused hardware is collected and stored for re-use or

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	disposal following workplace procedures
4.5	Waste and scrap materials are dealt with following workplace procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency. Detail on appropriate performance levels for each furnishing unit of competency in reading, writing, oral communication and numeracy utilising the Australian Core Skills Framework (ACSF) are provided in the Furnishing Training Package Implementation Guide.

Range of Conditions

Specifies different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included. Range is restricted to essential operating conditions and any other variables essential to the work environment.

Sawing machines include:	• cross-cut saws • circular rip saws • sliding table panel saws and scroll-band saws • numerically controlled (NC) beam saws • wall saws • band re-saws and straight line edgers
Materials to be machined include:	• solid timber • manufactured board • laminates • plastics • acrylics • synthetic solids
Unit scope includes:	• reading and interpreting plans • deep ripping • cutting angles and compound angles • trenching flat panel components • shaping components • using jigs and fixtures • breaking down boards • maintaining machine parts and saw blades

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Unit context includes:	• WHS requirements, including legislation, building codes, material safety management systems, hazardous substances and dangerous goods code, and local safe operating procedures • work is carried out in accordance with legislative obligations, environmental legislation, relevant health regulations, manual handling procedures and organisation insurance requirements • work requires individuals to demonstrate some discretion, judgement and problem solving in the set up and operation of machines • competency may be demonstrated in workplaces involved in the manufacture of solid timber furniture, domestic furniture, commercial furniture, kitchen and bathroom cabinets and/or furniture components
Tools and equipment include:	• machine-specific tolls • screwdrivers • hammers • spanners • jigs and fixtures
Materials include:	• sawing machine consumables • oils and lubricants and trial materials
Personal protective equipment includes:	• that prescribed under legislation, regulations and enterprise policies and practices
Information and procedures include:	• workplace procedures relating to the use of tools and equipment • work instructions, including job sheets, cutting lists, plans, drawings and designs • workplace procedures relating to reporting and communication • manufacturer specifications and operational procedures

Unit Mapping Information

Supersedes and is equivalent to LMFFM3020B Set up, operate and maintain sawing machines.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0601ab95-583a-4e93-b2d4-cfb27b03ed73

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Assessment Requirements for MSFFM3012 Set up, operate and maintain sawing machines

Modification History

Release 1 - New unit of competency

Performance Evidence

- Interpret work order and locate and apply relevant information
- Apply safe handling requirements for equipment, products and materials, including use of personal protective equipment
- Read and interpret cutting lists and job specifications to prepare for work
- Identify materials used in the work process
- Follow work instructions, operating procedures and inspection processes to:
  - minimise the risk of injury to self or others
  - prevent damage to goods, equipment and products
  - maintain required production output and product quality
- Identify, set up, operate and maintain at least four (4) different types of saws, using safety cut-outs and guards
- Conduct operator maintenance on the machines and related equipment
- Use mathematical ideas and techniques to correctly complete measurements, calculate area and estimate material requirements
- Communicate ideas and information to enable confirmation of work requirements and specifications and the reporting of work outcomes and problems, interpret basic plans and follow safety procedures
- Minimise wastage of resources, including materials, time and money
- Work with others and in a team by recognising dependencies and using cooperative approaches to optimise work flow and productivity

Knowledge Evidence

- Types, characteristics, uses and limitations of sawing machines
- Sawing processes and techniques
- Characteristics of materials and uses of products produced
- Workplace guidelines regarding acceptable tolerance levels
- Workplace safety policies and procedures
- Procedures for reporting machinery faults and material defects

Assessment Conditions

- Assessors must:

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  - hold training and assessment competencies as determined by the National Skills Standards Council (NSSC) or its successors
  - have vocational competency in the furnishing industry at least to the level being assessed with broad industry knowledge and experience, usually combined with a relevant industry qualification
  - be familiar with the current skills and knowledge used and have relevant, current experience in the furnishing industry.
- Assessment methods must confirm consistency of performance over time rather than a single assessment event and in a range of workplace relevant contexts.
- Assessment must be by observation of relevant tasks with questioning on underpinning knowledge and, where applicable, multimedia evidence, supervisor's reports, projects and work samples.
- Assessment is to be conducted on single units of competency or in conjunction with other related units of competency. Foundation skills are integral to competent performance in the unit and should not be assessed separately.
- Assessment must occur on the job or in a workplace simulated facility with relevant process, equipment, materials, work instructions and deadlines.
- Access is required to sawing machinery, standard operating procedures and unprocessed materials.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0601ab95-583a-4e93-b2d4-cfb27b03ed73

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MSFFM3017 Set up, operate and maintain routing and shaping machines

Modification History

Release 1 - New unit of competency

Application

This unit of competency covers setting up, operating and maintaining routing and shaping machines using their full potential and capacities in the production of furniture.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Competency Field

Unit Sector

Furniture Making

Elements and Performance Criteria

Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.
1	Prepare for work	1.1 Work instructions are used to determine job requirements, including design, quality, materials, equipment and quantities
		1.2 Cutting list and job specifications are read and interpreted
		1.3 Work health and safety (WHS) requirements, including personal protection needs, are observed throughout the work
		1.4 Material for machining is selected and inspected for quality
		1.5 Routing and shaping machines, cutting tools and jigs are identified and checked for safe and effective operation

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		1.6	Procedures are determined for minimising waste material
		1.7	Procedures are identified for maximising energy efficiency while completing the job
2	Set up machines	2.1	Safety equipment, including emergency stops, gauges, guards and controls are checked
		2.2	Routing and shaping machine settings and adjustments are made in accordance with job requirements and machine and tool manufacturer instructions
		2.3	Trial runs are conducted to check machine operation, accuracy and quality of finished work
		2.4	Necessary adjustments are made to machine settings
3	Operate machines	3.1	Machine start-up procedure is carried out in accordance with manufacturer instructions
		3.2	Material is fed into machine in accordance with manufacturer instructions, tooling requirements, safe handling procedures and standard workplace operating procedures
		3.3	Machine is operated in accordance with its designed capacity and purpose, and to manufacturer recommendations
		3.4	Machine operation is monitored to ensure product quality and output
		3.5	Items that do not meet quality requirements are recycled or discarded according to workplace procedures
		3.6	Problems with the required work and/or the operation of the machine are identified and reported to appropriate persons
4	Finalise operation and maintain equipment	4.1	Work area is cleaned, hand and/or power tools and equipment are cleaned, maintained and stored in accordance with workplace procedures
		4.2	Machinery is cleaned and left in a safe mode
		4.3	Faulty and/or defective equipment is tagged and reported in accordance with workplace practices
		4.4	Unused hardware is collected and stored for re-use or

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disposal following workplace procedures

4.5 Waste and scrap materials are dealt with following workplace procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency. Detail on appropriate performance levels for each furnishing unit of competency in reading, writing, oral communication and numeracy utilising the Australian Core Skills Framework (ACSF) are provided in the Furnishing Training Package Implementation Guide.

Range of Conditions

Specifies different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included. Range is restricted to essential operating conditions and any other variables essential to the work environment.

Routing and shaping machines include:

- spindle moulding machine
- overhead or inverted pin routing machine

Material to be routed and shaped include:

- solid timber
- manufactured board
- plastics and laminates

Unit scope includes:

- setting up fences and guides
- maintaining cutters
- selecting feed and spindle speeds
- the use of feed unit
- safety pressure devices/guards
- linear, convex and concave shaping
- rebating
- moulding and grooving material
- using jigs and fixtures

Unit context includes:

- WHS requirements, including legislation, building codes, material safety management systems, hazardous substances and dangerous goods code, and local safe operating procedures
- work is carried out in accordance with legislative obligations, environmental legislation, relevant health regulations, manual handling procedures and organisation

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	insurance requirements • work requires individuals to demonstrate some discretion, judgement and problem solving in the set up and operation of machines • competency may be demonstrated in workplaces involved in the manufacture of solid timber furniture, domestic furniture, commercial furniture, kitchen and bathroom cabinets and/or furniture components
Tools and equipment include:	• machine-specific tools • screwdrivers • hammers • spanners • jigs and fixtures
Materials include:	• routing and shaping machine consumables • oils and lubricants and trial materials
Personal protective equipment includes:	• that prescribed under legislation, regulations and enterprise policies and practices
Information and procedures include:	• workplace procedures relating to the use of tools and equipment • work instructions, including job sheets, cutting lists, plans, drawings and designs • workplace procedures relating to reporting and communication • manufacturer specifications and operational procedures

Unit Mapping Information

Supersedes and is equivalent to LMFFM3025B Set up, operate and maintain routing and shaping machines.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0601ab95-583a-4e93-b2d4-cfb27b03ed73

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Assessment Requirements for MSFFM3017 Set up, operate and maintain routing and shaping machines

Modification History

Release 1 - New unit of competency

Performance Evidence

- Interpret work order and locate and apply relevant information
- Apply safe handling requirements for equipment, products and materials, including use of personal protective equipment
- Read and interpret cutting lists and job specifications to prepare for work
- Identify materials used in the work process
- Follow work instructions, operating procedures and inspection processes to:
  - minimise the risk of injury to self or others
  - prevent damage and wastage of goods, equipment and products
  - maintain required production output and product quality
- Identify, set up and operate to their full capabilities, at least two (2) different types of routing and shaping machines, including the use of safety cut-outs and guards
- Conduct operator maintenance on the machines and related equipment
- Use mathematical ideas and techniques to correctly complete measurements, calculate area and estimate material requirements
- Communicate ideas and information to enable confirmation of work requirements and specifications and the reporting of work outcomes and problems, interpret basic plans and follow safety procedures
- Minimise wastage of resources, including materials, time and money
- Work with others and in a team by recognising dependencies and using cooperative approaches to optimise work flow and productivity

Knowledge Evidence

- Types, characteristics, uses and limitations of routing and shaping machines
- Routing and shaping processes and techniques
- Characteristics of materials and uses of products produced
- Workplace guidelines regarding acceptable tolerance levels
- Workplace safety policies and procedures
- Procedures for reporting machinery faults and material defects

Assessment Conditions

- Assessors must:

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  - hold training and assessment competencies as determined by the National Skills Standards Council (NSSC) or its successors
  - have vocational competency in the furnishing industry at least to the level being assessed with broad industry knowledge and experience, usually combined with a relevant industry qualification
  - be familiar with the current skills and knowledge used and have relevant, current experience in the furnishing industry.
- Assessment methods must confirm consistency of performance over time rather than a single assessment event and in a range of workplace relevant contexts.
- Assessment must be by observation of relevant tasks with questioning on underpinning knowledge and, where applicable, multimedia evidence, supervisor's reports, projects and work samples.
- Assessment is to be conducted on single units of competency or in conjunction with other related units of competency. Foundation skills are integral to competent performance in the unit and should not be assessed separately.
- Assessment must occur on the job or in a workplace simulated facility with relevant process, equipment, materials, work instructions and deadlines.
- Access is required to routing and shaping machinery, standard operating procedures, and unprocessed materials.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0601ab95-583a-4e93-b2d4-cfb27b03ed73

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MSFGG2011 Glaze and reglaze residential windows and doors

Modification History

Release 1. Supersedes and is equivalent to MSFGG2008 Glaze and re-glaze residential windows and doors.

Application

This unit describes the skills and knowledge required to install glass to metal or timber doors, windows and other frames. It includes residential glazing and reglazing confined to simple windows such as fixed, sliding, casement, awning and double hung or louvres and doors such as sliding, hinged, pivot and bi-fold. Work may involve removal and installation of designed glass panels.

This unit applies to glaziers working in accordance with pre-determine work orders.

No licensing or certification requirements exist at the time of publication. Relevant legislation, industry standards and codes of practice within Australia must be applied.

Pre-requisite Unit

N/A

Unit Sector

Glass and Glazing

Elements and Performance Criteria

Elements	**Performance Criteria**
Elements describe the essential *outcomes.*	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify work requirements	1.1 Identify requirements for glass type and fixing method from review of documentation and communication with the customer 1.2 Identify and follow work health and safety requirements 1.3 Plan a logical work sequence suited to the job and workplace procedures
2. Prepare for work	2.1 Take accurate site measurements and establish clearance and wedge requirements

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Elements	**Performance Criteria**
Elements describe the essential *outcomes.*	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	2.2 Select glass and frames, and check for type, size and imperfections against job requirements 2.3 Select glass type and fixing method in accordance with Australian Standards and advise customer if requirements impact on glass ordered 2.4 Select and check tools and equipment for suitability, serviceability and safety prior to use 2.5 Prepare fixing and sealing materials by mixing or cutting to length, in accordance with job requirements
3. Identify site conditions and constraints	3.1 Recognise on-site hazards and constraints and take corrective action in accordance with regulations and workplace requirements 3.2 Apply covering material to protect existing fixtures and fittings in accordance with workplace procedures 3.3 Identify characteristics of the window or door which may affect the finished job and take corrective action
4. Perform glazing	4.1 Safely remove and dispose of glass from existing frame in accordance with workplace procedures 4.2 Prepare frame to receive glass through check of size against specifications, removal of sealant remains, and surface preparation 4.3 Cut glass to size in accordance with work requirements 4.4 Fix glass to the frame using the selected method and in accordance with established industry procedures and Australian Standards 4.5 Use solvents and sealants in accordance with manufacturer recommendations and Australian Standards 4.6 Remove excess sealing material and clean glass and frame with suitable cleaning agents after fixing
5. Complete work	5.1 Check completed installation for compliance with specifications and rectify any deficiencies 5.2 Clean and store tools, equipment and materials in accordance with workplace procedures 5.3 Clean work area and leave in a safe condition, and dispose of or recycle waste in accordance with workplace protocols 5.4 Accurately complete required workplace documentation

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Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

Supersedes and is equivalent to MSFGG2008 Glaze and re-glaze residential windows and doors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0601ab95-583a-4e93-b2d4-cfb27b03ed73

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Assessment Requirements for MSFGG2011 Glaze and reglaze residential windows and doors

Modification History

Release 1. Supersedes and is equivalent to MSFGG2008 Glaze and re-glaze residential windows and doors.

Performance Evidence

There must be evidence the candidate has completed the tasks outlined in the elements and performance criteria of this unit, and:

- performed each of the following tasks at least once:
  - cut glass in accordance with Australian Standard AS1288
  - calculated glazing clearance and cutting size
  - hacked out and/or removed beads and glass safely from timber windows and doors
  - prepared glazing rebates and channels prior to installation
  - removed and disassembled aluminium window sashes and doors and removed glass safely
  - installed and/or adjusted unique, spiral or spring balances on double hung windows
  - taken template and glazed irregular shaped openings
- glazed or reglazed each of the following at least once in accordance with AS1288:
  - timber putty faced window sashes or door panel
  - timber beaded:
    - sidelight
    - fixed panel
    - pivot or hinged or bi-fold doors
  - aluminium framed channel glazed door or window
  - aluminium framed beaded door or window with wedge rubbers
  - louvre blades.
  -

Knowledge Evidence

There must be evidence the candidate has knowledge of:

- relevant Australian Standards, their purpose and key provisions:
  - AS 1288: Glass in buildings - Selection and installation
  - AS/NZS 2208: Safety glazing materials in buildings
  - AS/NZS 4667: Quality requirements for cut-to-size and processed glass
- organisational customer communication standards and protocols

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- workplace safety system requirements related to the glazing of window and doorframes
- work flow requirements in relation to fitting glass
- qualities and characteristics of glass, including hazards and handling requirements for:
  - annealed glass
  - coated glass and insulated glass units
  - laminated glass patterned glass
  - tinted and heat reflective glass
  - toughened glass
  - wired glass
- qualities and characteristics of different frame types and how this impacts the glazing process, including:
  - plastic
  - aluminium
  - steel
  - solid timber
- factors that affect the fixing of glass and how this impacts on work, including:
  - compliance
  - specification
  - type of glass and frame
  - security requirements for specific locations
  - sealing methods
- types, characteristics, safe use, maintenance and limitations of tools, equipment and materials, including:
  - glass handling and lifting equipment
  - hack-out knives
  - nail punches
  - pop rivet guns
  - pry bars
  - putty knives
  - rubber mallets
  - sealant guns
  - spiral balancer
  - sprig and/or diamond guns
  - tape measures
  - tungsten wheel glass cutters
  - vinyl cutters and rollers
- types, characteristics, safe use and limitations of other materials, including:
  - adhesives
  - gaskets
  - glazing tapes

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  - sealants
  - setting blocks
- factors for consideration for products that include sash cords
- glazing techniques for window and door frames, the types of problems that may occur and how to avoid and respond, including:
  - channel glazing
  - beaded glazing
  - double glazing
  - heal and toe glazing
- quality indicators for glazed windows and doors
- documentation requirements for completed glazing work.
-

Assessment Conditions

Skills must have been demonstrated in the workplace or in a simulated environment that reflects workplace conditions and contingencies. The following conditions must be met for this unit:

- use of suitable facilities, equipment and resources, including:
  - locations and/or frames requiring glazing and reglazing
  - frames and glass as specified in the Performance Evidence
  - equipment, tools and materials to perform tasks specified in Performance Evidence
  - work orders
  - workplace procedures.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0601ab95-583a-4e93-b2d4-cfb27b03ed73

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MSMENV672 Develop workplace policy and procedures for environmental sustainability

Modification History

Release 1. Supersedes and is equivalent to MSAENV672B Develop workplace policy and procedures for environmental sustainability

Application

This unit of competency covers the skills and knowledge required to develop and implement a workplace sustainability policy, including the modification of the policy to suit changed circumstances.

This unit of competency applies to team leaders/supervisors/managers who are required to develop approaches to environmental sustainability within workplaces, including the development and implementation of policy.

It includes communicating with relevant stakeholders, developing and monitoring sustainability policies and reviewing and improving sustainability policies.

This unit of competency applies to all sectors of the manufacturing industry. It may also be applied to all sections of an organisation, including the office and warehouse. This unit will need to be appropriately contextualised as it is applied across an organisation and across different industry sectors.

This unit of competency applies to an individual working alone or as part of a team or group and working in liaison with other shift team members and the control room operator, as appropriate.

No licensing, legislative or certification requirements apply to this unit at the time of

Pre-requisite Unit

Nil

Competency Field

HSE

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Unit Sector

Elements and Performance Criteria

Elements describe the essential outcomes		Performance criteria describe the performance needed to demonstrate achievement of the element	
1	Develop workplace sustainability policy	1.1	Define the scope of sustainability policy
		1.2	Identify and consult with stakeholders during the policy development process
		1.3	Review the environmental sustainability strategies relevant to all stages of work covered by the policy
		1.4	Make recommendations for policy options based on likely effectiveness, timeframes and cost
		1.5	Develop policy that reflects the organisation's commitment to sustainability as an integral part of the business planning, and as a business opportunity
		1.6	Agree upon appropriate methods of implementation
2	Communicate the policy	2.1	Promote the policy, including its expected outcome to key stakeholders
		2.2	Inform those involved in implementing the policy as to outcomes expected, activities to be undertaken and responsibilities assigned
3	Implement the policy	3.1	Develop and communicate procedures to help implement the policy
		3.2	Employ strategies for implementation of policy in resource efficiency
		3.3	Establish recording systems for tracking changes in sustainability approaches and assign responsibilities
4	Review policy	4.1	Record outcomes and provide feedback to key personnel

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implementation		and stakeholders
	4.2	Investigate success or otherwise of policy
	4.3	Monitor records to identify trends that may require remedial action to implemented policy and procedures
	4.4	Modify policy and or procedures as required to ensure improvements are made

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Regulatory framework

The latest version of all legislation, regulations, industry codes of practice and Australian/international standards, or the version specified by the local regulatory authority, must be used, and include one or more of the following:

- legislative requirements, including work health and safety (WHS)
- industry codes of practice and guidelines
- environmental regulations and guidelines
- Australian and other standards
- licence and certification requirements
- *ISO 14001:2015 Environmental management systems*

Procedures

All operations must be performed in accordance with relevant procedures.

Procedures are written, verbal, visual, computer-based or in some other form, and include one or more of the following:

- work instructions
- standard operating procedures (SOPs)

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- safe work method statements (SWMS)
- formulas/recipes
- batch sheets
- temporary instructions
- any similar instructions provided for the smooth running of the plant

Unit Mapping Information

Release 1. Supersedes and is equivalent to MSAENV672B Develop workplace policy and procedures for environmental sustainability

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=d1287d36-dff4-4e9f-ad2c-9d6270054027

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Assessment Requirements for MSMENV672 Develop workplace policy and procedures for environmental sustainability

Modification History

Release 1. Supersedes and is equivalent to MSAENV672B Develop workplace policy and procedures for environmental sustainability

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy the requirements of the elements and performance criteria and must include the ability to:

- scope and develop an integrated sustainability policy and procedure within an enterprise
- raise awareness among stakeholders and those involved in implementing the policy of expected outcomes
- develop a workable implementation strategy
- ensure policy implementation is monitored, reviewed and modified where

Knowledge Evidence

Evidence must be provided that demonstrates knowledge of:

- relevant policy development and implementation processes and practices
- principles, practices and available tools and techniques of sustainability management relevant to the particular industry context.

Assessment Conditions

- The unit should be assessed holistically and the judgement of competence based on a holistic assessment of the evidence.
- The collection of performance evidence is best done from a report and/or folio of evidence drawn from:
  - a single project which provides sufficient evidence of the requirements of all the elements and performance criteria
  - multiple smaller projects which together provide sufficient evidence of the requirements of all the elements and performance criteria.
- A third-party report, or similar, may be needed to testify to the work done by the individual, particularly when the project has been done as part of a project team.
- Assessment should occur in operational workplace situations. Where this is not possible, or where personal safety or environmental damage are limiting factors, assessment must occur in a sufficiently rigorous simulated environment reflecting realistic operational workplace conditions. This must cover all aspects of workplace performance, including environment, task skills, task management skills, contingency management skills and job role environment skills.

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- Knowledge evidence may be collected concurrently with performance evidence or through an independent process, such as workbooks, written assessments or interviews (provided a record is kept).
- Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.
- Conditions for assessment must include access to all tools, equipment, materials and documentation required, including relevant workplace procedures, product and manufacturing specifications associated with this unit.
- The regulatory framework will be reflected in workplace policies and procedures and is not required to be independently assessed.
- Foundation skills are integral to competent performance of the unit and should not be assessed separately.
- As a minimum, assessors must satisfy the Standards for Registered Training Organisations 2015 assessor requirements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=d1287d36-dff4-4e9f-ad2c-9d6270054027

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MSMPCI102 Apply effective work practices

Modification History

Release 1. Supersedes and is equivalent to MSAPCI102A Apply effective work practices

Application

This unit of competency covers the knowledge and skills needed to apply effective work practices in an industry. It includes planning, organising and completing work, communicating effectively, working with others, solving problems and adapting to change.

This unit applies to learners seeking practical skills that are relevant and useful to the area in which the learner hopes to gain employment, is currently working, and/or as a pathway to further study.

This unit applies to a learning and assessment environment where access to normal production operations is not available. Typically this will be a VET in Schools delivery environment but it may be another simulated or trial manufacturing environment where a high degree of supervision exists. Students may be on work placement.

This unit has application in qualifications for all occupations in the manufacturing industry and it should be regarded as an integrating unit. When delivered/assessed as part of a qualification, this unit must be customised to ensure its relevance to real or simulated work activities and related workplaces.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Competency Field

Manufacturing pathways

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Unit Sector

Elements and Performance Criteria

Elements describe the essential outcomes		Performance criteria describe the performance needed to demonstrate achievement of the element	
1	Plan, organise and complete daily work	1.1	Identify and interpret work instructions and priorities in consultation with supervisor
		1.2	Determine and map out an appropriate work plan or daily routine
		1.3	Determine, collect and organise materials, resources and information needed to complete work, including work health and safety (WHS) requirements
		1.4	Complete work tasks within designated timelines, quality standards and instructions
2	Communicate effectively	2.1	Identify appropriate lines of communication with supervisors, colleagues and customers
		2.2	Use effective communication skills and numeracy skills to gather and convey information
		2.3	Demonstrate appropriate non-verbal behaviour and communication
3	Work with others	3.1	Identify work roles of self and others in the workplace
		3.2	Undertake individual responsibilities and duties in a positive manner and in a range of situations to promote cooperation and good relationships
		3.3	Respect customers and colleagues who have diverse backgrounds
4	Use workplace technology	4.1	Select appropriate workplace technology and use according to workplace and manufacturer guidelines and instructions

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		4.2	Inspect workplace technology is to ensure it is not damaged and is working properly and take precautions to reduce risks
		4.3	Take appropriate action when problems with workplace technology occur
		4.4	Care for workplace technology according to workplace and manufacturer guidelines and instructions
5	Solve work problems	5.1	scope of individual responsibility to rectify them
		5.2	Ask for assistance from key personnel when appropriate
		5.3	Report workplace problems, as required, using appropriate workplace procedures
6	Adapt to change	6.1	Identify, clarify and adapted to new work requirements or situations
		6.2	Consider and apply possible practical or creative options to deal with workplace challenges
		6.3	Demonstrate a willingness to be open to and trial new ideas and techniques

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Work instructions Work instructions include one or more of the following:

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- job sheets
- patterns
- plans
- drawings
- designs
- verbal directions
- customer orders

Effective communication skills

Effective communication skills include one or more of the following:

- listening and understanding
- speaking clearly and directly
- reading independently
- writing to audience needs
- group interaction
- the chain of command in which to report
- questioning to obtain information and/or clarify information and understanding
- routine oral reporting
- routine written reporting
- participation in routine meetings in the workplace
- basic recording of discussions

Numeracy skills

Numeracy skills are those which related to the job or specific task and involve the operations of multiplication, division, addition, subtraction, percentages and/or fractions, and include those related to one or more of the following:

- estimates of the quantities of materials and resources required to complete a work task
- money (e.g. cost, invoices and change)
- volume
- weight
- time
- length and distance
- speed
- area
- perimeter

Diverse backgrounds

Diverse backgrounds include, but are not limited to, one or more of the following:

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- ages
- genders
- culture
- personal values or beliefs
- race
- religion
- political persuasion

Workplace technology

Workplace technology includes one or more of the following:

- business equipment, such as fax machines, telephones, photo copiers, cutting machines, cameras and voice recorders
- computer technology, such as laptops, PCs, digital cameras, zip drives, modems, scanners and printers
- other technology, such as machinery, hand tools, lifts and security systems

Workplace technology p**recautions**

Workplace technology precautions include, one or more of the following:

- routine checking of equipment
- regular back-ups of data
- keeping a log book of detected faults
- checking that repairs have been carried out
- using appropriate clothing

Appropriate actions

Appropriate actions include one or more of the following:

- contacting a supervisor, manager
- contacting the manufacturer
- contacting a service provider
- reporting and documenting the problem

Key **personnel**

Key personnel include one or more of the following:

- supervisor
- manager
- fellow colleagues
- team members

Workplace

Workplace procedures include, but are not limited to, one or more of

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procedures the following:

- organisational policies and guidelines
- common organisational practice
- performance plans
- WHS policies, procedures and programs
- relevant legislative requirements in areas such as WHS, privacy, anti-discrimination, environmental protection and trade practices
- relevant licence requirements and related regulations

Work instructions Work instructions include one or more of the following:

- job sheets
- patterns
- plans
- drawings
- designs
- verbal directions
- customer orders

Unit Mapping Information

Release 1. Supersedes and is equivalent to MSAPCI102A Apply effective work practices

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=d1287d36-dff4-4e9f-ad2c-9d6270054027

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Assessment Requirements for MSMPCI102 Apply effective work practices

Modification History

Release 1. Supersedes and is equivalent to MSAPCI102A Apply effective work practices

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria, and demonstrate the ability to:

- plan a daily routine to complete required workplace tasks
- follow workplace work health and safety (WHS) and environmental protection procedures and responsibilities
- apply relevant workplace procedures, policies, instructions and regulations
- identify and correctly use equipment, tools and other technology required to complete workplace tasks
- complete work systematically with required time management and attention to detail without damage to goods, equipment or personnel
- complete work activities in collaboration with others in accordance with instructions, procedures and applicable regulations
- work cooperatively and collaboratively with others to complete tasks
- apply relevant ethical practices and codes of practice in the course of work activities
- recognise limitations, ask for help and seek clarification or information about work requirements and procedures
- take prompt action to report and/or rectify any workplace problems in accordance with workplace procedures
- recognise and adapt appropriately to cultural differences in the workplace, including modes of behaviour and interactions among staff and others
- use literacy skills in regard to written and verbal communication in the workplace
- use basic interpersonal and communication skills, including listening and questioning and receiving feedback
- adapt and modify activities depending on differing workplace contexts and environment
- carry out calculations that are required when completing work tasks, including the four basic mathematical operations
- keep required records of workplace activities
- apply relevant industrial or other legislative requirements.

Knowledge Evidence

Must provide evidence that demonstrates knowledge of:

- workplace procedures, policies and instructions

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- workplace structures and the roles and responsibilities of individuals and team/group members
- typical problems in the workplace and appropriate action and solutions
- systems and equipment used in the workplace and the instructions, processes and precautions for their use
- basic principles of teamwork in the workplace.

Assessment Conditions

- Assessment must occur in a simulated environment or a workplace.
- This unit must always be assessed in holistically in conjunction with other units of competency that form part of a specified job function. Foundation skills are integral to competent performance of the unit and should not be assessed separately.
- Performance must be demonstrated consistently over a period of time and for a range of manufacturing contexts.
- Assessors must:
  - as a minimum, satisfy the Standards for Registered Training Organisations 2015 assessor requirements
  - have vocational competency in the manufacturing industry at least to the level being assessed, with broad industry knowledge and experience, usually combined with a relevant industry qualification
- be familiar with the current skills and knowledge used and have relevant, current experience in the manufacturing industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=d1287d36-dff4-4e9f-ad2c-9d6270054027

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MSMSUP200 Achieve work outcomes

Modification History

Release 1. Supersedes and is equivalent to MSAPMSUP200A Achieve work outcomes

Application

This unit of competency covers the skills and knowledge required to identify and implement actions to achieve workplace targets and to suggest ways to improve processes.

This unit of competency applies to personnel who are required to achieve quality standards and productivity targets within the scope of own job.

This unit of competency applies to an individual working alone or as part of a team or group and working in liaison with other team members and supervisors.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Competency Field

Support

Unit Sector

Elements and Performance Criteria

Elements describe the essential outcomes		Performance criteria describe the performance needed to demonstrate achievement of the element	
1	**Identify key** aspects **of the process**	1.1	Outline the properties of materials/components used in the process
		1.2	Describe the process relevant to own work area

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		1.3	Identify the safety and environmental requirements relevant to this process
		1.4	State aspects of this process which require careful monitoring
2	**Implement actions to achieve targets**	2.1	Identify production targets for own work area and work role
		2.2	Describe techniques used to measure performance against workplace targets/standards
		2.3	Identify factors impacting on achieving targets
		2.4	Identify potential inefficiencies in the process
		2.5	Achieve work outcomes
3	**Participate in an improvement activity in accordance with organisation procedures**	3.1	Investigate a problem
		3.2	Identify likely causes of problem
		3.3	Suggest options for improvement
		3.4	Discuss a proposed improvement with appropriate people

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

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Regulatory framework

The latest version of all legislation, regulations, industry codes of practice and Australian/international standards, or the version specified by the local regulatory authority, must be used, and include one or more of the following:

- legislative requirements, including work health and safety (WHS)
- industry codes of practice and guidelines
- environmental regulations and guidelines
- Australian and other standards
- licence and certification requirements

Procedures

All operations must be performed in accordance with relevant procedures.

Procedures are written, verbal, visual, computer-based or in some other form, and include one or more of the following:

- emergency procedures
- work instructions
- standard operating procedures (SOPs)
- safe work method statements (SWMS)
- formulas/recipes
- batch sheets
- temporary instructions
- any similar instructions provided for the smooth running of the plant

Routine problems

Routine problems must be resolved by applying known solutions.

Routine problems are predictable and include one or more of the following:

- non-routine process and quality problems
- equipment selection, availability and failure
- teamwork and work allocation problems
- safety and emergency situations and incidents

Known solutions are drawn from one or more of:

- procedures
- training
- remembered experience

Non-routine problems must be reported according to according to relevant procedures.

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Unit Mapping Information

Release 1. Supersedes and is equivalent to MSAPMSUP200A Achieve work outcomes

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=d1287d36-dff4-4e9f-ad2c-9d6270054027

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Assessment Requirements for MSMSUP200 Achieve work outcomes

Modification History

Release 1. Supersedes and is equivalent to MSAPMSUP200A Achieve work outcomes

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy the requirements of the elements and performance criteria and must include the ability to:

- identify workplace targets and performance measures
- identify and minimise inefficiencies
- identify and control hazards
- work to achieve targets
- apply known solutions to routine problems
- participate in process improvement teams/activities.

Knowledge Evidence

Evidence must be provided that demonstrates knowledge of:

- organisation procedures, including relevant standard operating procedures (SOPs)
- potential sources of wastage/production inefficiencies
- process, normal operating parameters and product quality to recognise non-standard situations
- criteria for evaluating and selecting improvements, including:
  - benefits
  - costs
  - safety implications
  - limitations of equipment, process and materials.

Assessment Conditions

- The unit should be assessed holistically and the judgement of competence based on a holistic assessment of the evidence.
- The collection of performance evidence:
  - should occur over a range of situations which include typical disruptions to normal, smooth operations

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  - will typically include a supervisor/third-party report focusing on consistent performance and problem recognition and solving. A supervisor/third-party report must be prepared by someone who has a direct, relevant, current relationship with the person being assessed and who is in a position to form a judgement on workplace performance relevant to the unit of competency
  - must include participation in an improvement activity which provides sufficient evidence of the requirements of all the elements and performance criteria
  - may use industry-based simulation for all or part of the unit particularly where safety, lack of opportunity or significant cost is an issue.
- Assessment should occur in operational workplace situations. Where this is not possible, or where personal safety or environmental damage are limiting factors, assessment must occur in a sufficiently rigorous simulated environment reflecting realistic operational workplace conditions. This must cover all aspects of workplace performance, including environment, task skills, task management skills, contingency management skills and job role environment skills.
- Assessment in a simulated environment should use evidence collected from one or more of:
  - walk-throughs
  - pilot plant operation
  - demonstration of skills
  - industry based case studies/scenarios
  - ‘what ifs’.
- Knowledge evidence may be collected concurrently with performance evidence (provided a record is kept) or through an independent process, such as workbooks, written assessments or interviews (provided a record is kept).
- Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.
- Conditions for assessment must include access to all tools, equipment, materials and documentation required, including relevant workplace procedures, product and manufacturing specifications associated with this unit.
- The regulatory framework will be reflected in workplace policies and procedures and is not required to be independently assessed.
- Foundation skills are integral to competent performance of the unit and should not be assessed separately.
- As a minimum, assessors must satisfy the Standards for Registered Training Organisations 2015 assessor requirements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=d1287d36-dff4-4e9f-ad2c-9d6270054027

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MSMSUP390 Use structured problem-solving tools

Modification History

Release 2. Equivalent. Minor edits for improved clarity. Range of conditions removed.

Release 1. Supersedes and is equivalent to MSAPMSUP390A Use structured problem-solving tools.

Application

This unit describes the skills and knowledge required to use structured process improvement tools to solve process and other problems. It describes the broad application of in-depth and rigorous structured problem-solving techniques to identify opportunities for improvement.

This unit applies to experienced operators, team leaders, supervisors or people in similar roles who are required to identify improvements and/or solve problems beyond those associated directly with the process unit and/or equipment.

This unit applies to an individual working alone or as part of a team or group and working in liaison with other shift team members and the control room operator, as appropriate.

This unit of competency applies to all work environments.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Support

Elements and Performance Criteria

Elements	**Performance Criteria**
Elements describe the essential *outcomes.*	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify the problem	1.1 Identify variances from desired operating and/or output parameters and quality 1.2 Define the extent, cause and nature of the problem by observation

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Elements	**Performance Criteria**
Elements describe the essential *outcomes.*	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	and investigation 1.3 State and specify the problem clearly
2. Determine fundamental cause of problem	2.1 Select problem-solving tool appropriate to the problem and the context 2.2 Identify possible causes based on experience and the use of problem-solving tools and analytical techniques 2.3 Develop possible cause statements 2.4 Determine fundamental cause
3. Determine corrective action	3.1 Determine all possible options for resolution of the problem 3.2 Identify strengths and weaknesses of possible options 3.3 Determine corrective action to remove the problem and possible future causes 3.4 Develop implementation plans identifying measurable objectives, resource needs and timelines in accordance with safety and operating procedures 3.5 Develop recommendations for ongoing monitoring and testing
4. Communicate recommendations	4.1 Prepare report on recommendations 4.2 Present recommendations to appropriate personnel 4.3 Follow up recommendations

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

Release 2. Supersedes and is equivalent to MSAPMSUP390A Use structured problem-solving tools

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=d1287d36-dff4-4e9f-ad2c-9d6270054027

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Assessment Requirements for MSMSUP390 Use structured problem-solving tools

Modification History

Release 2. Equivalent. Minor edits for improved clarity. Range of conditions removed.

Release 1. Supersedes and is equivalent to MSAPMSUP390A Use structured problem-solving tools.

Performance Evidence

There must be evidence the candidate has completed the tasks outlined in the elements and performance criteria of this unit, and:

- identified at least 1 problem
- analysed problem using at least 1 analysis tool drawn from each of 2 different groups of tools (basic, visual, process, business and organisation specific)
- selected the preferred solution
- developed and used an implementation plan, that includes:
  - specific, measurable, achievable, relevant, timed (SMART) objectives
  - resource requirements
  - methods for reaching objectives
  - timelines
  - methods of checking and adjusting adherence to plan
- communicated effectively with other personnel.
-

Knowledge Evidence

There must be evidence the candidate has knowledge of:

- relevant organisation procedures
- risks, risk assessment and controls relevant to problem being analysed
- targets and measures for output and quality
- types and application of problem-solving tools and analytical techniques
- relevant equipment and operational processes.
-

Assessment Conditions

Skills must have been demonstrated in the workplace or in a simulated environment that reflects workplace conditions and contingencies, as well as, using suitable facilities, equipment and resources.

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Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=d1287d36-dff4-4e9f-ad2c-9d6270054027

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MSS015002A Develop strategies for more sustainable use of resources

Modification History

Not applicable.

Unit Descriptor

This unit of competency covers identifying strategies for more sustainable uses of resources. The unit includes the identification of waste as defined in lean manufacturing (muda) as part of a strategy for achieving better sustainability outcomes in a process as well as quantifying theoretical and actual resource (including energy) consumption.

Application of the Unit

This unit applies inside organisations and their value chains and specifically applies to the use of resources as part of an overall response to improving sustainability. The unit has been developed with manufacturing operations as a focus. However, because of the range of organisations in a typical manufacturing value chain it may also be applied to other types of organisations.

The unit assumes that a decision to attempt to achieve more sustainable use of resources has already been made. The unit covers the skills needed for developing a strategic approach to resource use at the organisation or value chain level.

The unit does not cover the technical skills required to implement specific initiatives that may be identified as part of the strategic plan. However, there is a requirement to present and organise data. The complexity of this requirement will vary according to the type and scale of the organisation's processes. Where required, appropriate mathematics and statistics units should be selected from the MEM05 Metal and Engineering Training Package or other appropriate Training Package.

Where the carbon footprint (or water footprint or similar) of an enterprise or value chain is known, the unit can be applied to developing strategies for the reduction of that footprint.

It would typically be undertaken by a manager or technical specialist who had a major responsibility for sustainability as part of a broader work role, or sustainability may be their primary work responsibility.

For specific techniques covering the auditing of water, energy, emissions and transport, refer to relevant sustainability audit units.

Licensing/Regulatory Information

Not applicable.

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Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills

Elements and Performance Criteria Pre-Content

Not applicable.

Elements and Performance Criteria

1 Quantify resource consumption	1.1 Identify all significant resources used by process
	1.2 Identify consumption measurements available for each resource
	1.3 Determine consumption for each resource
2 Quantify resource loss	2.1 Determine theoretical consumption of each resource
	2.2 Compare theoretical consumption with actual consumption
	2.3 Determine loss (emission) for each resource
3 Recommend strategies for reducing waste	3.1 Short-list high emission process steps
	3.2 Analyse process to identify emission steps or locations
	3.3 Determine root cause of emission
	3.4 Investigate methods for reducing emission
	3.5 Develop strategies and recommendations for improvement
4 Prepare resources use audit report	4.1 Identify purpose of report and key stakeholders
	4.2 Compile data, implications and recommendations
	4.3 Consult with stakeholders as appropriate
	4.4 Draft and present report

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Required Skills and Knowledge

Required knowledge includes:

- the concept of muda. Muda is usually summarised under the headings of the 'seven wastes' which include:
  - overproduction
  - delay/waiting
  - transportation
  - over processing
  - excess inventory
  - unnecessary motion
  - defects and rework
- methods of material balancing
- methods of energy balancing
- methods of comparing theoretical with actual resource consumption
- methods for mapping manufacturing processes and resources consumed
- methods of measuring actual resource usage
- concept of muda and muda categories
- muda reduction methods and strategies
- AS/NZS ISO 14000 Environmental Management Standards

Required skills include:

- calculating, manipulating and interpreting numerical data, including establishing series, means and averages, absolute and proportional material and energy usage per product or process, correlations and rates of change
- analysing and conducting root cause analysis
- calculating theoretical consumption of resources as the minimum amount of resources per product or process step as defined by the customer multiplied by the rate of production or process
- calculating actual consumption of resources per unit (e.g. per product, operation, site or value chain)
- writing technical reports
- consulting with technical experts and internal and external stakeholders

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Evidence Guide

Overview of assessment	A person who demonstrates competency in this unit must be able to identify and quantify resources and waste in a process, recommend strategies to reduce waste and prepare a report with recommendations.
Critical aspects for assessment and evidence required to demonstrate competency in this unit	Assessors must be satisfied that the candidate can competently and consistently apply the skills covered in this unit of competency in new and different situations and contexts. Critical aspects of assessment and evidence include: • quantifying significant resource consumption and emission using materials balancing • identifying and consulting with stakeholders • developing strategies for reducing emissions • preparing and presenting a resources use report.
Context of and specific resources for assessment	• This unit of competency is to be assessed in the workplace or a simulated workplace environment. • Assessment should emphasise a workplace context and procedures found in the candidate's workplace. • This unit of competency may be assessed with other relevant units addressing sustainability at the enterprise level or other units requiring the exercise of the skills and knowledge covered by this unit. • The competencies covered by this unit would be demonstrated by an individual working alone or as part of a team.
Method of assessment	• In all cases, practical assessment should be supported by questions to assess underpinning knowledge and those aspects of competency which are difficult to assess directly. • Where applicable, reasonable adjustment must be made to work environments and training situations to accommodate ethnicity, age, gender, demographics and disability. • The language, literacy and numeracy demands of assessment should not be greater than those required to undertake the unit of competency in a work-like environment.
Guidance information for assessment	

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Range Statement

Waste	Waste in this unit is used in the broader sense of 'muda' as used in lean manufacturing and the competitive manufacturing units of competency developed by Manufacturing Skills Australia (MSA)

Emissions	Emissions means all materials which enter the process/site but which do not leave as part of the product and so includes:
	• known or able to be physically measured emissions of:
	  • gases, vapours and fumes
	  • liquids
	  • solids
	• assumed emissions through material balancing
	• assumed emissions through energy loss, including heat, friction and other energy conversion yield losses

Theoretical consumption	Theoretical consumption of resources is the minimum amount of resources per product as defined by the customer multiplied by the rate of production
Actual consumption	Actual consumption is the amount of a resource entering the value chain
Significant resources	Significant resources includes resources which are deemed to be significant because they are: • high volume • high value • high environmental significance • important to the product or process • covered by legislation or regulation • important to the enterprise It need not include resources which are incidental to the activity and which are not otherwise significant

Unit Sector(s)

Sustainability

Custom Content Section

Not applicable.

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MSS015011 Conduct a sustainability energy audit

Modification History

Release 1. Supersedes and is equivalent to MSS015011A Conduct a sustainability energy audit.

Application

This unit of competency covers conducting an audit for the specific resource of energy in an organisation or part or all of its value chain and to prepare recommendations for a reduction of, and more efficient use of, energy.

This unit applies inside organisations and their value chains. The unit has been developed with manufacturing operations as a focus. However, because of the range of organisations in a typical manufacturing value chain it may also be applied to other types of organisations (e.g. supplier of goods or services or a customer).

The energy audit may be conducted to assist in regulatory compliance or as part of a strategy to improve the sustainability of manufacturing operations. The emphasis in the unit is on informing decision making in regards to energy use in a value chain or site.

A manager or technical specialist who has a major responsibility for sustainability as part of a broader work role would typically undertake this, or sustainability may be their primary work responsibility. The manager or technical specialist may undertake this alone or as part of a team.

The technical measurement of operational performance or measurement of emissions or other environmental impact is not covered by this unit. However, there is a requirement to present and organise data. The complexity of this requirement will vary according to the type and scale of the organisation’s processes.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

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Competency Field

Sustainable operations

Unit Sector

Not applicable

Elements and Performance Criteria

Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	**Identify all sources and uses of energy in process**	1.1	Identify all sources of energy external to the site.
		1.2	Identify all sources of energy within the site.
		1.3	Identify all uses of energy by process unit.
		1.4	Identify energy type and intensity required by each process unit.
2	**Calculate theoretical use of energy**	2.1	Calculate theoretical net use of energy by type and intensity for each process unit.
		2.2	Calculate overall energy balance for process/site.
		2.3	Evaluate the need for energy consumption by process and units within the process compared to alternative processes/units.
3	**Measure actual use of energy**	3.1	Determine actual net energy use for overall process/site.
		3.2	Determine actual net energy use for each process unit.
		3.3	Calculate difference between theoretical and actual energy use by unit and overall.
		3.4	Identify actual energy type used by each process unit.
4	**Develop strategies for**	4.1	Rank units by difference between theoretical and actual energy use.

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	reducing the use of energy	4.2	Rank units by actual energy use.
		4.3	Identify units using higher intensity energy than required.
		4.4	Develop strategies to reduce energy consumption and/or use lower intensity energy.
5	**Prepare a recommendation for an energy use reduction strategy**	5.1	Consult with key stakeholders.
		5.2	Identify strategies required to meet regulatory or similar requirements.
		5.3	Rank strategies by benefit/cost ratio.
		5.4	Short-list preferred energy reduction strategies.
		5.5	Prepare recommendation for improving energy usage.

Foundation Skills

This section describes those required skills (language, literacy and numeracy) that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Energy/energy type includes one or more of	• operational heating and cooling • motive energy • lighting • waste energy.
Energy intensity includes one or more	• temperature • power

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of required

- pressure.

Unit Mapping Information

Release 1. Supersedes and is equivalent to MSS015011A Conduct a sustainability energy audit.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5b04f318-804f-4dc0-9463-c3fb9a3fe998

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Assessment Requirements for MSS015011 Conduct a sustainability energy audit

Modification History

Release 1. Supersedes and is equivalent to MSS015011A Conduct a sustainability energy audit.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy the requirements of the elements and performance criteria and include the ability, for one or more processes, to:

- define appropriate boundaries for the sustainability energy audit
- conduct energy balance analyses for a site, value chain or process
- identify high energy use/waste units/areas
- undertake benefit/cost ratio analyses
- ensure improvement strategies proposed reflect stakeholder needs and regulatory environment.

Knowledge Evidence

Must provide evidence that demonstrates sufficient knowledge to interact with relevant personnel and be able to audit energy usage including knowledge of:

- nature of energy wastage
- energy balancing techniques for process and process steps (sometimes known as heat balancing)
- methods of measuring actual process amount/flows
- waste reduction/energy efficiency strategies and methods along with costs, effectiveness and alternative strategies (e.g. efficient lighting, efficient window glass and efficient motors)
- cost-benefit analysis
- relevant legislation, regulation and protocols.

Assessment Conditions

- The unit should be assessed holistically and the judgement of competence shall be based on a holistic assessment of the evidence.
- The collection of performance evidence is best done from a report and/or folio of evidence drawn from:
    - a single project which provides sufficient evidence of the requirements of all the elements and performance criteria

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  - multiple smaller projects which together provide sufficient evidence of the requirements of all the elements and performance criteria.
- A third party report, or similar, may be needed to testify to the work done by the individual, particularly when the project has been done as part of a project team.
- Assessment should use a real project where a sustainability energy audit is conducted for an operational workplace.
- Knowledge evidence may be collected concurrently with performance evidence or through an independent process such as workbooks, written assessments or interviews (provided a record is kept).
- Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.
- Conditions for assessment must include access to all tools, equipment, materials and documentation required including relevant workplace procedures, product and manufacturing specifications associated with this unit.
- Foundation skills are integral to competent performance of the unit and should not be assessed separately.
- Assessors must satisfy the assessor competency requirements that are in place at the time of the assessment as set by the VET regulator.
- The assessor must demonstrate both technical competency and currency.
- Technical competence can be demonstrated through:
  - relevant VET or other qualification/Statement of Attainment AND/OR
  - relevant workplace experience
- Currency can be demonstrated through:
  - performing the competency being assessed as part of current employment OR
  - having consulted with an organisation providing relevant environmental monitoring, management or technology services about performing the competency being assessed within the last twelve months.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5b04f318-804f-4dc0-9463-c3fb9a3fe998

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MSS015022 Develop strategies for more sustainable use of resources

Modification History

Release 1. Updated unit code. Range of conditions removed. Assessment requirements amended. Equivalent outcome.

Application

This unit describes the skills and knowledge to identify strategies for more sustainable uses of resources. The unit includes the identification of waste (muda) as part of a strategy for achieving better sustainability outcomes in a process as well as quantifying theoretical and actual resource (including energy) consumption.

This unit applies inside organisations and their value chains and specifically applies to the use of resources as part of an overall response to improving sustainability.

Where the carbon footprint (or water footprint or similar) of an organisation or value chain is known, the unit can be applied to developing strategies for the reduction of that footprint. A manager or technical specialist who has a major responsibility for sustainability as part of a broader work role would typically undertake this, or sustainability may be their primary work responsibility.

No licensing or certification requirements exist at the time of publication. Relevant legislation, industry standards and codes of practice within Australia must be applied.

Pre-requisite Unit

Nil

Competency Field

Sustainable operations

Unit Sector

Not applicable

Elements and Performance Criteria

Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	**Quantify**	1.1	Identify all significant resources used by process

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Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
	resource consumption	1.2	Identify consumption measurements available for each resource
		1.3	Quantify consumption for each resource
2	**Quantify resource loss**	2.1	Determine theoretical consumption of each resource
		2.2	Compare theoretical consumption with actual consumption
		2.3	Quantify loss (emission) for each resource
3	**Recommend strategies for reducing muda (waste)**	3.1	Short-list high emission process steps
		3.2	Analyse process to identify emission steps or locations
		3.3	Determine root cause of emission
		3.4	Investigate methods for reducing emission
		3.5	Develop strategies and recommendations for improvement
4	**Prepare resources use audit report**	4.1	Identify purpose of report and key stakeholders
		4.2	Compile data, implications and recommendations
		4.3	Consult with stakeholders
		4.4	Write and present report

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Unit Mapping Information

Release 1. Supersedes and is equivalent to MSS015002 Develop strategies for more sustainable use of resources.

Links

The MSS Sustainability Companion Volume implementation Guides are available from VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5b04f318-804f-4dc0-9463-c3fb9a3fe998

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Assessment Requirements for MSS015022 Develop strategies for more sustainable use of resources

Modification History

Release 1. Updated unit code. Range of conditions removed. Assessment requirements amended. Equivalent outcome.

Performance Evidence

There must be evidence the candidate has completed the tasks outlined in the elements and performance criteria of this unit, and:

- quantified significant resource consumption and emission using materials balancing for at least 1 organisation or value chain, including developing strategies for reducing emissions and preparing and presenting a resources use audit report.

Knowledge Evidence

There must be evidence the candidate has knowledge of:

- the concept of muda (waste) and muda categories
- muda reduction methods and strategies
- methods and uses of material balancing
- methods and uses of energy balancing
- methods of comparing theoretical with actual resource consumption
- methods for mapping processes and resources consumed
- methods of measuring actual resource usage
- AS/NZS ISO 14001 Environmental Management Systems or its authorised replacement.

Assessment Conditions

Skills must have been demonstrated in the workplace or in a simulated environment that reflects workplace conditions, contingencies, facilities, equipment and resources.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

The MSS Sustainability Companion Volume implementation Guides are available from VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5b04f318-804f-4dc0-9463-c3fb9a3fe998

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MSS015023 Design sustainable product or process

Modification History

Release 1. Updated unit code. Changes to performance criteria. Range of conditions removed. Assessment requirements amended. Equivalent outcome.

Application

This unit describes the skills and knowledge to redesign an existing, or design a new, product or process to achieve optimal sustainability outcomes.

This unit applies inside organisations and their value chains. A manager or technical specialist who has a major responsibility for sustainability as part of a broader work role would typically undertake this unit, or sustainability may be their primary work responsibility. The manager or technical specialist may undertake this alone or as part of a team.

No licensing or certification requirements exist at the time of publication. Relevant legislation, industry standards and codes of practice within Australia must be applied.

Pre-requisite Unit

Nil

Competency Field

Sustainable operations

Unit Sector

Not applicable

Elements and Performance Criteria

Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.
1	**Define parameters of new or improved product**	1.1 Consult with stakeholders to determine required function, performance and aesthetics of new product
		1.2 Identify market, expected time to market and cost constraints of product and production process
		1.3 Identify requirements with possible high sustainability impacts

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Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
		1.4	Negotiate requirements to achieve desired sustainability impacts
		1.5	Develop agreed definition of product requirements
2	**Develop alternative product and process designs**	2.1	Identify alternative resource requirements
		2.2	Identify alternative processes
		2.3	Determine the possible sustainability impacts of different combinations of resources and processes
		2.4	Test alternative product and process designs against original product requirement definitions
		2.5	Identify product requirements which may be causing significant sustainability impacts
		2.6	Renegotiate product requirements to lessen sustainability impacts
		2.7	Short-list preferred resources and processes
3	**Evaluate life cycle impacts**	3.1	Estimate life cycle sustainability impacts for each short-listed alternative
		3.2	Identify process steps with greatest sustainability impact
		3.3	Evaluate process steps for alternatives and modifications with lower impact
		3.4	Select alternative which best meets requirements and has the lowest sustainability impact
4	**Confirm design**	4.1	Develop selected design
		4.2	Confirm life cycle sustainability impacts
		4.3	Review design against product requirements
		4.4	Obtain required authorisations

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Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.	
	4.5	Document design in the required form
5 **Prepare for implementation**	5.1	Consult with key stakeholders
	5.2	Identify key measures for monitoring implementation of design
	5.3	Identify data sources required by key measures
	5.4	Organise for data to be captured and manipulated

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

Release 1. Supersedes and is equivalent to MSS015004 Design sustainable product or process.

Links

The MSS Sustainability Companion Volume implementation Guides are available from VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5b04f318-804f-4dc0-9463-c3fb9a3fe998

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Assessment Requirements for MSS015023 Design sustainable product or process

Modification History

Release 1. Updated unit code. Changes to performance criteria. Range of conditions removed. Assessment requirements amended. Equivalent outcome.

Performance Evidence

There must be evidence the candidate has completed the tasks outlined in the elements and performance criteria of this unit, and:

- redesigned an existing, or designed a new, product or process for optimal sustainability outcomes.

Knowledge Evidence

There must be evidence the candidate has knowledge of:

- sustainability impacts from using different materials and different processes and to produce products of different specifications and life cycle outcomes
- alternative sources of materials and components and the sustainability differences of each
- alternative processes and the sustainability differences of each, including expression in terms of carbon equivalence
- product and process design
- new product parameters
- design documentation
- methods of monitoring of product development and manufacture.

Assessment Conditions

Skills must have been demonstrated in the workplace or in a simulated environment that reflects workplace conditions, contingencies, facilities, equipment and resources.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

The MSS Sustainability Companion Volume implementation Guides are available from VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5b04f318-804f-4dc0-9463-c3fb9a3fe998

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MSS402001 Apply competitive systems and practices

Modification History

Release 1 - Supersedes and is equivalent to MSS402001A Apply competitive systems and practices

Application

This unit of competency covers the skills and knowledge required to implement basic improvement practices within an organisation using competitive systems and practices. The unit focuses on bringing together the basic concepts and the holistic application of these basic concepts and processes to operations. It would typically be carried out working as part of a team.

This unit applies to an individual in an organisation that has embarked on competitive systems and practices. The unit covers the skills and knowledge required to contribute to the competitive systems and practices processes and assumes that they are to be used within the scope of the individual's job and authority.

This unit requires the application of skills associated with planning and organising an individual's own role within the competitive systems and practices framework.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Competency Field

Competitive systems and practices

Unit Sector

Not applicable

Elements and Performance Criteria

Elements describe the Performance criteria describe the performance needed to

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essential outcomes.		demonstrate achievement of the element.	
1	**Identify own place in the value chain**	1.1	Identify customers relevant to own work and their needs/requirements.
		1.2	Identify suppliers for own work.
		1.3	Identify value contributions along the chain.
		1.4	Identify and recommend methods of increasing own contribution to the value chain.
2	**Improve the product and process value**	2.1	Identify customer features/benefits in the product and process.
		2.2	Identify aspects of product and process which contribute to customer features/benefits.
		2.3	Identify aspects of product and process which do not contribute to customer benefits/features.
		2.4	Recommend methods of reducing waste and increasing features/benefits.
3	**Use competitive systems and practices**	3.1	Identify competitive systems and practices used in organisation and own work area.
		3.2	Apply practices appropriate for the job or process.
		3.3	Monitor the job/process and make adjustments to improve it in accordance with procedures.
		3.4	Identify own skill requirements and seek skill development, if required.

Foundation Skills

This section describes those required skills (language, literacy and numeracy) that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Competitive systems and practices include one or more of:

- lean operations
- agile operations
- preventative and predictive maintenance approaches
- statistical process control systems, including six sigma and three sigma
- Just in Time (JIT), kanban and other pull-related operations control systems
- supply, value, and demand chain monitoring and analysis
- 5S
- continuous improvement (kaizen)
- breakthrough improvement (kaizen blitz)
- cause/effect diagrams
- overall equipment effectiveness (OEE)
- takt time
- process mapping
- problem solving
- run charts
- standard procedures
- current reality tree.

Customers include one or more of:

- internal or external customers and should be sufficiently close to the individual's work as to be easily identifiable
- final customers used as the basis for the identification of value and waste.

Suppliers include one or more of:

- internal suppliers
- external suppliers sufficiently close to the individual's work as to be easily identifiable.

Procedures (written, verbal, visual, computer based, etc.) include one or more of:

- work instructions
- standard operating procedures (SOPs)
- safe work method statements
- formulas/recipes
- batch sheets
- temporary instructions

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- any similar instructions provided for the smooth running of the plant.

Unit Mapping Information

Release 1. Supersedes and is equivalent to MSS402001A Apply competitive systems and practices

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5b04f318-804f-4dc0-9463-c3fb9a3fe998

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Assessment Requirements for MSS402001 Apply competitive systems and practices

Modification History

Release 1 - Supersedes and is equivalent to MSS402001A Apply competitive systems and practices

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy the requirements of the elements and performance criteria and include the ability to always apply competitive systems and practices to their own job to:

- identify own place in the value chain relevant to their job
- use competitive systems and practices tools and thinking
- recommend improvements in product and/or process.

Knowledge Evidence

Must provide evidence that demonstrates knowledge relevant to their job role sufficient to fulfil their job role under routine only supervision, including:

- customer requirements and their role in fulfilling them
- the value chain for products they make and their place in it
- identification of muda (waste) and its reduction.

Assessment Conditions

- The unit should be assessed holistically and the judgement of competence shall be based on a holistic assessment of the evidence.
- The collection of performance evidence:
  - should occur over a range of situations which include typical disruptions to normal, smooth operation of the workplace
  - will typically include a supervisor/third-party report focussing on consistent performance and problem recognition and solving. A supervisor/third-party report must be prepared by someone who has a direct, relevant, current relationship with the person being assessed and who is in a position to form a judgement on workplace performance relevant to the unit of competency
  - must include the application of competitive systems and practice in own workplace
  - will typically include the use of appropriate tools, equipment and safety gear requiring demonstration of preparation, operation, completion and responding to problems.
- Assessment should occur in operational workplace situations.

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- Knowledge evidence may be collected concurrently with performance evidence (provided a record is kept) or through an independent process such as workbooks, written assessments or interviews (provided a record is kept).
- Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.
- Conditions for assessment must include access to all tools, equipment, materials and documentation required, including relevant workplace procedures, product and manufacturing specifications associated with this unit.
- Foundation skills are integral to competent performance of the unit and should not be assessed separately.
- Assessors must satisfy the assessor competency requirements that are in place at the time of the assessment as set by the VET regulator.
- The assessor must demonstrate both technical competency and currency.
- Technical competence can be demonstrated through:
  - relevant VET or other qualification/Statement of Attainment AND/OR
  - relevant workplace experience
- Currency can be demonstrated through:
  - performing the competency being assessed as part of current employment OR
  - having consulted with an organisation providing relevant environmental monitoring, management or technology services about performing the competency being assessed within the last twelve months.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5b04f318-804f-4dc0-9463-c3fb9a3fe998

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MSS402040 Apply 5S procedures

Modification History

Release 1. Supersedes and is equivalent to MSS402040A Apply 5S procedures

Release 2. Duplicated performance Criteria removed. Equivalent outcome.

Application

This unit of competency covers the skills and knowledge required by an individual to apply 5S procedures to their own job and work area. The unit assumes the individual has a particular job and an allocated work area and that processes in the work area are known by the individual.

This unit applies to an individual in an organisation who works in an operational position as part of production, maintenance, logistics, etc. The unit can also apply to individuals in other organisations who have a discrete role and responsibility for individually managed processes.

This unit applies where an organisation has decided to embark on a competitive systems and practices strategy and as part of this has adopted the philosophy of 5S as one of the tools to improve performance. The employee needs to apply 5S to their job and work area and maintain the housekeeping and other standards set by 5S.

This unit requires the application of skills associated with planning and organising, problem solving and self-management, in order to identify and implement 5S housekeeping practices.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Competency Field

Competitive systems and practices

Unit Sector

Not applicable

Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1	**Sort needed items from unneeded**	1.1	Identify all items in the work area.
		1.2	Sort items to achieve deliverables and value expected by downstream and final customers.
		1.3	Sort items required for regulatory or other required purposes.
		1.4	Place any non-essential item in an appropriate place other than the workplace.
		1.5	Regularly check that only essential items are in the work area.
2	**Set the workplace in order**	2.1	Identify the best location for each essential item.
		2.2	Place each essential item in its assigned location.
		2.3	After use immediately return each essential item to its assigned location.
		2.4	Regularly check that each essential item is in its assigned location.
3	**Shine the work area**	3.1	Keep the work area clean and tidy at all times.
		3.2	Conduct regular housekeeping activities during shift.
		3.3	Ensure the work area is neat, clean and tidy at both beginning and end of shift.
4	**Standardise activities**	4.1	Follow procedures.
		4.2	Follow checklists for activities, where available.
		4.3	Keep the work area to specified standard.
5	**Sustain the 5S system**	5.1	Clean up after completion of job and before commencing next job or end of shift.
		5.2	Identify situations where compliance to standards is unlikely and take actions specified in procedures.

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5.3 Inspect work area regularly for compliance to specified standard.

5.4 Recommend improvements to lift the level of compliance in the workplace.

Foundation Skills

This section describes those required skills (language, literacy and numeracy) that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Competitive systems and practices include one or more of:

- lean operations
- agile operations
- preventative and predictive maintenance approaches
- statistical process control systems, including six sigma and three sigma
- Just in Time (JIT), kanban and other pull-related operations control systems
- supply, value, and demand chain monitoring and analysis
- 5S
- continuous improvement (kaizen)
- breakthrough improvement (kaizen blitz)
- cause/effect diagrams
- overall equipment effectiveness (OEE)
- takt time
- process mapping
- problem solving
- run charts
- standard procedures
- current reality tree.

5S includes all of:

- sort

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- set in order
- shine
- standardise
- sustain.

Sort includes all of:

- separating necessary from unnecessary items (equipment and supplies)
- keeping only what is absolutely necessary for the work processes that comprise the job
- disposing of (or relocating) all other items.

Set in order includes all of:

- assigning required equipment and materials appropriate locations in the work area
- consideration of frequency of use, ergonomics and work health and safety (WHS)
- provision of facilities to maintain the locations.

Shine includes one or more of:

- keeping the work area clean at all times which should be carried out to a regular daily schedule against allowed time, usually at the end of the day or of a particular process
- keeping work area organised
- noting any signs of wear, damage, leakage, safety risks or other issues that require immediate attention.

Best location includes one or more of:

- changes to the layout of furniture
- arrangement of equipment
- provision of services
- location of personnel.

Standardising includes one or more of:

- activities that help maintain the order and the housekeeping standards
- using procedures and checklists developed from a procedure.

Sustain includes one or more of:

- making sure that daily activities are completed every day regardless of circumstance
- cleaning up after a job
- undertaking inspections, including:
- informal inspections carried out often, at least weekly
- formal inspections carried out at least monthly

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- generating continuous improvement actions from daily activities
- following up specific actions to generate continuous improvement.

Items in work area include one or more of:	• tools • jigs/fixtures • materials/components • plant and equipment • manuals • personal items (e.g. bags, lunch boxes and posters) • safety equipment and personal protective equipment (PPE) • other items which happen to be in the work area.
Procedures (written, verbal, visual, computer based, etc.) include one or more of:	• work instructions • standard operating procedures (SOPs) • safe work method statements • formulas/recipes • batch sheets • temporary instructions • any similar instructions provided for the smooth running of the plant.

Unit Mapping Information

Release 1. Supersedes and is equivalent to MSS402040A Apply 5S procedures

Release 2. Equivalent to MSS402040 Apply 5S procedures Release 1.

Links

The MSS Sustainability Companion Volume implementation Guides are available from VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5b04f318-804f-4dc0-9463-c3fb9a3fe998

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Assessment Requirements for MSS402040 Apply 5S procedures

Modification History

Release 1. Supersedes and is equivalent to MSS402040A Apply 5S procedures

Release 2. Duplicated performance Criteria removed. Equivalent outcome.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy the requirements of the elements and performance criteria and include the ability, in one (1) or more allocated areas, to:

- implement and sustain 5S in own workplace
- identify own tasks and responsibilities
- contribute suggestions for improvement.

Knowledge Evidence

Must provide evidence that demonstrates knowledge relevant to their job role sufficient to fulfil their job role under routine only supervision, including:

- purpose of 5S in the workplace
- meaning and application of 5S steps to own workplace and job
- principles of efficient workplace organisation
- identifying waste (muda)
- procedures for recommending improvements.

Assessment Conditions

- The unit should be assessed holistically and the judgement of competence shall be based on a holistic assessment of the evidence.
- The collection of performance evidence:
  - should occur over a range of situations which include typical disruptions to normal, smooth operation of the workplace
  - will typically include a supervisor/third-party report focussing on consistent performance and problem recognition and solving. A supervisor/third-party report must be prepared by someone who has a direct, relevant, current relationship with the person being assessed and who is in a position to form a judgement on workplace performance relevant to the unit of competency
  - must include the application of 5S procedures in a work area where 5S has not previously been undertaken, or, demonstration of sustaining 5S principles in a work area that has already undergone prior 5S procedures
  - will typically include the use of appropriate tools, equipment and safety gear requiring demonstration of preparation, operation, completion and responding to problems.

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- Assessment should occur in operational workplace situations. Knowledge evidence may be collected concurrently with performance evidence (provided a record is kept) or through an independent process such as workbooks, written assessments or interviews (provided a record is kept).
- Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.
- Conditions for assessment must include access to all tools, equipment, materials and documentation required, including relevant workplace procedures, product and manufacturing specifications associated with this unit.
- Foundation skills are integral to competent performance of the unit and should not be assessed separately.
- Assessors must satisfy the assessor competency requirements that are in place at the time of the assessment as set by the VET regulator.
- The assessor must demonstrate both technical competency and currency.
- Technical competence can be demonstrated through:
  - relevant VET or other qualification/Statement of Attainment AND/OR
  - relevant workplace experience
- Currency can be demonstrated through:
  - performing the competency being assessed as part of current employment OR
  - having consulted with an organisation providing relevant environmental monitoring, management or technology services about performing the competency being assessed within the last twelve months.

Links

The MSS Sustainability Companion Volume implementation Guides are available from VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5b04f318-804f-4dc0-9463-c3fb9a3fe998

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MSS402083 Use planning software systems in operations

Modification History

Release 1. Updated unit code. Changes to performance criteria. Range of conditions removed. Assessment requirements amended. Equivalent outcome.

Application

This unit describes the skills and knowledge to access planning software (often known as Enterprise Resource Planning (ERP), Materials Resource Planning (MRP and MRPII), and often by a proprietary name, to make routine business decisions required of the person as a regular part of their job.

This unit applies to an individual in an organisation using a planning software system and who must interface with that system. The unit applies to both accessing information from the planning software system and using it as an aid to decision making. This unit requires the application of communication, planning, and problem solving associated with using planning software in own work.

No licensing or certification requirements exist at the time of publication. Relevant legislation, industry standards and codes of practice within Australia must be applied.

Pre-requisite Unit

Nil

Competency Field

Competitive systems and practices

Unit Sector

Not applicable

Elements and Performance Criteria

Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	**Use interface**	1.1	Identify terminals relevant to own workstation and functions
		1.2	Use peripherals to access system

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Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
		1.3	Navigate through system and screens to find program menu and data relevant to own work
		1.4	Identify and input information on own work processes at required frequency and to required detail
		1.5	Access message section and read and acknowledge messages
		1.6	Identify problems and make suggestions for improvements to relevance of planning software to own work
2	**Access information**	2.1	Identify work processes that require information from planning software system
		2.2	Obtain data and information on current operations from the planning software system
		2.3	Identify the status of items in the value stream
		2.4	Access and read historical data and information
		2.5	Read and interpret information and identify and prioritise actions required in response to information
3	**Take action in accordance with procedures**	3.1	Take action in response to information obtained from planning software
		3.2	Follow up to ensure anticipated results have occurred
		3.3	Record adjustments and variations
		3.4	Identify any learning needs to use planning software and seek support

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

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Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

Release 1. Supersedes and is equivalent to MSS402060 Use planning software systems in operations.

Links

The MSS Sustainability Companion Volume implementation Guides are available from VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5b04f318-804f-4dc0-9463-c3fb9a3fe998

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Assessment Requirements for MSS402083 Use planning software systems in operations

Modification History

Release 1. Updated unit code. Changes to performance criteria. Range of conditions removed. Assessment requirements amended. Equivalent outcome.

Performance Evidence

There must be evidence the candidate has completed the tasks outlined in the elements and performance criteria of this unit and:

- used planning software systems for at least 3 different purposes, utilising outcomes to aid decision making.

Knowledge Evidence

There must be evidence the candidate has knowledge of:

- planning software system and operation, including:
  - terminal locations and types
  - security and access arrangements
  - information held in planning software relevant to own work
  - data collection methods for operations in work area
  - assistance arrangements for users of planning software
  - business activities exercised with the planning software system
- procedures for recommending improvements
- data and information sources.

Assessment Conditions

Skills must have been demonstrated in the workplace or in a simulated environment that reflects workplace conditions and contingencies. The following conditions must be met for this unit:

- use of facilities, equipment and resources, including:
  - planning software systems.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

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Links

The MSS Sustainability Companion Volume implementation Guides are available from VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5b04f318-804f-4dc0-9463-c3fb9a3fe998

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MSS403001 Review competitive systems and practices

Modification History

Release 1. Supersedes and is equivalent to MSS403001A Implement competitive systems and practices

Application

This unit of competency covers the skills and knowledge required by an individual to review competitive systems and practices in their own work in a way that integrates with others in the team or work area who are also implementing competitive systems and practices. The unit focuses on the holistic application of competitive systems and practices to achieve improved performance in own work and in activities with others in the team or work area that contribute to improving customer benefit. Depending on the operations or processes in the team or work area the unit may also include interaction with other teams and work areas.

The unit is suitable for individuals who have formal responsibility for the work of others, such as team leaders. It is also suitable for individuals, such as technicians and tradespeople, who must integrate the application of their technical skills with the implementation of competitive systems and practices in an organisation.

The unit applies to the areas of cost, quality, delivery, safety/environment, and employee capability, including continuous reviewing of performance against these five areas in liaison with other relevant people. Improvement initiatives in these five areas are usually developed and implemented with the support of technical support staff. Whereas other units may emphasise the competence to use one or more competitive practices, this unit emphasises the ability to advance on all five key areas over a moderate time period.

This unit requires the application of skills associated with problem solving and initiative and enterprise in order to identify opportunities to make improvements and maximise performance. Communication, the ability to work in a team and planning and organising skills are required to implement improvements and address any conflicts that arise. This unit also requires an ability to identify appropriate technology, and to consider and integrate feedback on how personal performance can be improved.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

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Competency Field

Competitive systems and practices

Unit Sector

Not applicable

Elements and Performance Criteria

Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	**Contribute to the improvement of the operations system in team or work area**	1.1	Identify key performance indicators (KPIs) for area of operations.
		1.2	Review competitive systems and practices to improve health, safety and environment (HSE) performance of self and others.
		1.3	Review competitive systems and practices to maximise quality consistency.
		1.4	Review competitive systems and practices and identify any skill and training issues that need to be addressed to improve capability of self and others.
		1.5	Review competitive systems and practices to maximise customer benefit/cost ratio.
		1.6	Review competitive systems and practices to reduce lead time to delivery within the scope of authority and responsibility.
		1.7	Work with relevant stakeholders to resolve conflicts which arise from implementation of competitive systems and practices.
		1.8	Select improvements which will deliver the greatest overall benefit for the resources required/available without reducing current performance on individual factors.
2	**Implement improvements**	2.1	Implement the chosen improvement/s.
		2.2	Check the selected improvements improve the system as

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a whole and do not result in unintended consequences.

2.3 Monitor implementation and make adjustments, as required.

Foundation Skills

This section describes those required skills (language, literacy and numeracy) that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Competitive systems and practices include one or more of:	• lean operations • agile operations • preventative and predictive maintenance approaches • statistical process control systems, including six sigma and three sigma • JIT, kanban and other pull-related operations control systems • supply, value, and demand chain monitoring and analysis • 5S • continuous improvement (kaizen) • breakthrough improvement (kaizen blitz) • cause/effect diagrams • overall equipment effectiveness (OEE) • takt time • process mapping • problem solving • run charts • standard procedures • current reality tree.
Customer includes one or more of:	• internal customers • external customers

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	• final customer.
Supplier includes one or more of:	• internal supplier • external supplier • ultimate source of inputs (e.g. raw materials) to the process.
Muda (waste) includes all of:	• any activity which does not contribute to customer perceived benefit/features • excess production and early production • delays • movement and transport • poor process design • inventory • inefficient performance of a process • making defective items • other activities which do not yield any benefit to the organisation or any benefit to the organisations customers.
Operations includes all of:	• process • plant and equipment • procedures and practices • skills and work organisation of the workforce • other components which make up the productive organisation.
Implement improvements within one or more of:	• own job role • processes and operations in the work area or team.

Unit Mapping Information

Release 1. Supersedes and is equivalent to MSS403001A Implement competitive systems and practices

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5b04f318-804f-4dc0-9463-c3fb9a3fe998

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Assessment Requirements for MSS403001 Review competitive systems and practices

Modification History

Release 1. Supersedes and is equivalent to MSS403001A Implement competitive systems and practices

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy the requirements of the elements and performance criteria and include the ability to contribute to and implement improvements on one (1) or more occasions and to improve performance in:

- cost
- quality
- delivery
- safety/environment
- employee capability.

Knowledge Evidence

Must provide evidence that demonstrates knowledge relevant to their job role sufficient to fulfil their job role independently, including:

- techniques for monitoring cost, quality, delivery, safety/ environment and employee capability
- muda (waste)
- kaizen (continuous improvement)
- key performance indicators (KPIs), their use and problems
- cost components of products (goods or services)
- techniques for identifying and improving employee capability.

Assessment Conditions

- The unit should be assessed holistically and the judgement of competence shall be based on a holistic assessment of the evidence.
- The collection of performance evidence is best done from a report and/or folio of evidence drawn from:
  - a single project which provides sufficient evidence of the requirements of all the elements and performance criteria
  - multiple smaller projects which together provide sufficient evidence of the requirements of all the elements and performance criteria.
- A third-party report, or similar, may be needed to testify to the work done by the individual, particularly when the project has been done as part of a project team.

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- Assessment should use a real project in an operational workplace.
- Knowledge evidence may be collected concurrently with performance evidence or through an independent process such as workbooks, written assessments or interviews (provided a record is kept).
- Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.
- Conditions for assessment must include access to all tools, equipment, materials and documentation required, including relevant workplace procedures, product and manufacturing specifications associated with this unit.
- Foundation skills are integral to competent performance of the unit and should not be assessed separately.
- Assessors must satisfy the assessor competency requirements that are in place at the time of the assessment as set by the VET regulator.
- The assessor must demonstrate both technical competency and currency.
- Technical competence can be demonstrated through:
  - relevant VET or other qualification/Statement of Attainment AND/OR
  - relevant workplace experience
- Currency can be demonstrated through:
  - performing the competency being assessed as part of current employment OR
  - having consulted with an organisation providing relevant environmental monitoring, management or technology services about performing the competency being assessed within the last twelve months.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5b04f318-804f-4dc0-9463-c3fb9a3fe998

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MSS403010 Facilitate change in an organisation implementing competitive systems and practices

Modification History

Release 1. Supersedes and is equivalent to MSS403010A Facilitate change in an organisation implementing competitive systems and practices

Application

This unit of competency covers the skills and knowledge required by individuals responsible for facilitating change processes in an organisation implementing competitive operational practices.

This unit applies to individuals who facilitate the change process resulting from implementing one or more competitive systems or practices. This implementation may also be associated with other changes, such as the introduction of new products, processes or equipment. The unit will usually apply to individuals whose responsibility is at the team, area or section level rather than the whole organisation. The responsibility may be formally designated or be informal, as in mentoring and assisting fellow employees.

This unit assumes that consultation and agreement on the implementation of the competitive systems and practices and other associated changes has already occurred and the nature and extent of the change has been agreed.

This unit does not cover the negotiation of change in a formal industrial relations sense but does cover the skills needed to identify real or potential change implementation issues, including those that may need to be referred to formal consultation and/or dispute settlement procedures.

This unit has a strong emphasis on planning, encouraging and facilitating in a changing environment within the organisation, including using appropriate communication, teamwork, problem solving, initiative and self-management.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

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Competency Field

Competitive systems and practices

Unit Sector

Not applicable

Elements and Performance Criteria

Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	**Define nature and impact of change for designated area and processes**	1.1	Identify the organisation's aims and objectives for the competitive systems and practices techniques related to the change process.
		1.2	Identify opportunities for implementation of change within work area.
		1.3	Determine impacts of change for work area, including potential benefits and impacts on own work and work of fellow employees.
2	**Identify key performance indicators (KPIs)**	2.1	Liaise, where required, with managers, engineers and other staff responsible for designing and/or implementing change.
		2.2	Identify KPIs for own work responsibility and that of the work area.
		2.3	Communicate KPIs to fellow employees.
		2.4	Check that data collection and processing are appropriate for KPIs.
		2.5	Raise and resolve issues related to KPIs with relevant personnel.
3	**Liaise with key stakeholders**	3.1	Identify key stakeholders impacted by the change.
		3.2	Communicate with key stakeholders within scope of authority.

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		3.3	Identify and address issues and concerns of each stakeholder if within scope of authority.
		3.4	Develop and/or locate information required to address key concerns.
		3.5	Refer issues and concerns outside of scope of authority to appropriate personnel.
4	**Develop a strategy to help implement change**	4.1	Identify or develop a work plan for implementing change.
		4.2	Make information required to support change available to team members.
		4.3	Communicate/circulate draft work plan to other employees in work area, supervisors, technical experts and other appropriate personnel for comment.
		4.4	Assess suggested changes and incorporate into work plan, where appropriate.
5	**Implement change**	5.1	Obtain authorisation to commence change implementation in accordance with organisation procedures.
		5.2	Implement change in accordance with work plan and organisational work health and safety (WHS) and consultation procedures.
6	**Monitor implementation of change**	6.1	Maintain open communication channels with all stakeholders during implementation.
		6.2	Monitor KPIs during implementation.
		6.3	Encourage and facilitate improvement suggestions of team members.
		6.4	Identify areas requiring improvement in change implementation.
		6.5	Make improvements to implementation according to organisation procedures.

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Foundation Skills

This section describes those required skills (language, literacy and numeracy) that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Competitive systems and practices include one or more of:	• lean operations • agile operations • preventative and predictive maintenance approaches • statistical process control systems, including six sigma and three sigma • Just in Time (JIT), kanban and other pull-related operations control systems • supply, value, and demand chain monitoring and analysis • 5S • continuous improvement (kaizen) • breakthrough improvement (kaizen blitz) • cause/effect diagrams • overall equipment effectiveness (OEE) • takt time • process mapping • problem solving • run charts • standard procedures • current reality tree.
Work plan for change includes one or more of:	• timetables • KPIs • training needs • WHS implications • contingency plans

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	• responsibilities with team members and senior managers, engineers and other staff responsible for designing and/or implementing change.
Issues and concerns include one or more of:	• individual and group concerns • those expressed by and through industrial processes.
Gathering and monitoring performance data includes one or more of:	• manually by individual employees through charts, tally sheets or keypad/board entry • automatically through software, such as SCADA software, ERP systems, MRP and proprietary systems.

Unit Mapping Information

Release 1. Supersedes and is equivalent to MSS403010A Facilitate change in an organisation implementing competitive systems and practices

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5b04f318-804f-4dc0-9463-c3fb9a3fe998

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Assessment Requirements for MSS403010 Facilitate change in an organisation implementing competitive systems and practices

Modification History

Release 1. Supersedes and is equivalent to MSS403010A Facilitate change in an organisation implementing competitive systems and practices

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy the requirements of the elements and performance criteria and include the ability, for one (1) or more changes, to:

- identify competitive systems and practices in own workplace
- identify changes to own work and work area flowing from implementation of relevant competitive systems and practices
- consult with stakeholders regarding changes and issues
- develop a strategy to implement required changes
- make suggestions for improvements.

Knowledge Evidence

Must provide evidence that demonstrates knowledge relevant to their job role sufficient to fulfil their job role independently, including:

- features of competitive operational practices in own work area
- health, safety and environment (HSE) principles and requirements for area of responsibility
- change implementation procedures
- planning and implementation strategies
- employee assistance mechanisms within organisation.

Assessment Conditions

- The unit should be assessed holistically and the judgement of competence shall be based on a holistic assessment of the evidence.
- The collection of performance evidence:
  - should occur over a range of situations which include typical disruptions to normal, smooth operation of the workplace
  - will typically include a supervisor/third-party report focussing on consistent performance and problem recognition and solving. A supervisor/third-party report must be prepared by someone who has a direct, relevant, current relationship with the person being assessed and who is in a position to form a judgement on workplace performance relevant to the unit of competency

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  - must include facilitating change in relation to the implementation of competitive operational practices in own work area
  - will typically include the use of appropriate tools, equipment and safety gear requiring demonstration of preparation, operation, completion and responding to problems.
- Assessment should occur in operational workplace situations.
- Knowledge evidence may be collected concurrently with performance evidence (provided a record is kept) or through an independent process such as workbooks, written assessments or interviews (provided a record is kept).
- Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.
- Conditions for assessment must include access to all tools, equipment, materials and documentation required, including relevant workplace procedures, product and manufacturing specifications associated with this unit.
- Foundation skills are integral to competent performance of the unit and should not be assessed separately.
- Assessors must satisfy the assessor competency requirements that are in place at the time of the assessment as set by the VET regulator.
- The assessor must demonstrate both technical competency and currency.
- Technical competence can be demonstrated through:
  - relevant VET or other qualification/Statement of Attainment AND/OR
  - relevant workplace experience
- Currency can be demonstrated through:
  - performing the competency being assessed as part of current employment OR
  - having consulted with an organisation providing relevant environmental monitoring, management or technology services about performing the competency being assessed within the last twelve months.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5b04f318-804f-4dc0-9463-c3fb9a3fe998

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MSS404054 Apply statistics to operational processes

Modification History

Release 1. Unit code changed. Application changed. Performance criteria changed. Range of conditions removed. Assessment requirements changed. Supersedes and is equivalent to MSS404052 Apply statistics to operational processes.

Application

This unit describes the skills and knowledge required to gather and analyse process data to support the control of processes and operations. It includes interpretation of sampling procedures, frequency distributions, random and non- random variations in data/control charts; use of control limits to determine whether monitored processes are in control; and communicating this information to others.

This unit applies to a person working in an organisation applying statistical process control on processes or operations. The statistical process control will usually be used to monitor the processes or operations and determine when action needs to be taken. The appropriate action will then be taken in accordance with standard procedures.

No licensing or certification requirements exist at the time of publication. Relevant legislation, industry standards and codes of practice within Australia must be applied.

Pre-requisite Unit

Nil.

Competency Field

Competitive systems and practices

Unit Sector

Elements and Performance Criteria

Elements Elements describe the essential outcomes.	**Performance Criteria** Performance criteria describe the performance needed to demonstrate achievement of the element.	
1. Collect process data	1.1	Read and interpret sampling scheme
	1.2	Obtain measurements in accordance with standard sampling procedures

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	1.3	Handle data in accordance with procedures
2. Interpret data	2.1	Plot data on control chart
	2.2	Identify random and non-random patterns of results
	2.3	Identify results outside the control limits
	2.4	Identify situations requiring action
	2.5	Take action in accordance with procedures
	2.6	Calculate cost of non-conformance
3. Calculate control limits	3.1	Consult stakeholders to determine appropriate limits
	3.2	Calculate and revise control limits
	3.3	Plot limits on control chart and complete all records in accordance with procedures
	3.4	Explain impact of limit to stakeholders

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

Supersedes and is equivalent to MSS404052 Apply statistics to operational processes.

Links

The MSS Sustainability Companion Volume Implementation Guides are available from VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5b04f318-804f-4dc0-9463-c3fb9a3fe998

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Assessment Requirements for MSS404054 Apply statistics to operational processes

Modification History

Release 1. Unit code changed. Application changed. Performance criteria changed. Range of conditions removed. Assessment requirements changed. Supersedes and is equivalent to MSS404052 Apply statistics to operational processes.

Performance Evidence

There must be evidence the candidate has completed the tasks outlined in the elements and performance criteria of this unit, and:

- gathered, analysed and interpreted process data to monitor and control at least 2 operational processes.

Knowledge Evidence

There must be evidence the candidate has knowledge of:

- purpose of sampling and measurement
- sampling methods to be used
- methods of calculating mean and standard deviation and their purpose in statistical control
- concept of limits, including 1, 2, 3 and 6 sigma limits
- types of control charts and their applications to different types of process and product and for different purposes
- process causes of variation and typical cause types of non-random variation
- non-process causes of variation
- stable and unstable processes
- causes of stability and instability in the process
- calculation of control limits and process capability and the applications of different control limits
- standard distribution curve and confidence limits.

Assessment Conditions

Skills must have been demonstrated in the workplace or in a simulated environment that reflects workplace conditions, contingencies, facilities, equipment and resources.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

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Links

The MSS Sustainability Companion Volume Implementation Guides are available from VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5b04f318-804f-4dc0-9463-c3fb9a3fe998

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MSS404060 Facilitate the use of planning software systems in a work area or team

Modification History

Release 1. Supersedes and is equivalent to MSS404060A Facilitate the use of planning software systems in a work area or team

Application

This unit of competency covers the skills and knowledge required to facilitate the use of planning software in an organisation in an individual's work area or team. These systems are known by various generic names, such as Enterprise Resource Planning (ERP), Materials Resource Planning (MRPII, MRP III etc.) or by proprietary names.

This unit applies to an individual who will access the planning software system for their own work, but will also need to provide support and organise skill development programs for their team or work group members. The individual will typically be a technical expert, team leader or be in a role where they have sufficient technical understanding of processes in their own work and that of others to be able to facilitate the use of the planning software system. The planning software system will be used routinely in the work of the team or work group.

This unit primarily requires the application of skills associated with using communication technology and supporting team use of planning software. Problem solving, initiative and enterprise, and planning and organisational skills are required to ensure that planning software is used efficiently. This requires aspects of learning and self-management to ensure own performance and that of the team.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Competency Field

Competitive systems and practices

Unit Sector

Not applicable

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Elements and Performance Criteria

Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	**Identify scope of planning software**	1.1	Identify categories of information held by planning software.
		1.2	Identify information categories relevant to team and area processes.
		1.3	Identify range of information able to be provided to planning software by team or work group.
		1.4	Identify range of information able to be provided to team or work group by planning software.
2	**Communicate using the planning software system**	2.1	Send and receive information using planning software.
		2.2	Send and receive messages using planning software.
3	**Make decisions using planning software**	3.1	Interrogate the planning software system to find required current, historical or predicted information.
		3.2	Take actions appropriate to the information in accordance with procedures.
4	**Monitor the use of planning software**	4.1	Routinely monitor planning software information.
		4.2	Review performance and use of planning software with team.
5	**Support others to use planning software**	5.1	Regularly communicate with team or other work group members, both using planning software and face to face.
		5.2	Identify improvements required.
		5.3	Take action to implement improvements in accordance with procedures.

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Foundation Skills

This section describes those required skills (language, literacy and numeracy) that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Competitive systems and practices include one or more of:	• lean operations • agile operations • preventative and predictive maintenance approaches • statistical process control systems, including six sigma and three sigma • Just in Time (JIT), kanban and other pull-related operations control systems • supply, value, and demand chain monitoring and analysis • 5S • continuous improvement (kaizen) • breakthrough improvement (kaizen blitz) • cause/effect diagrams • overall equipment effectiveness (OEE) • takt time • process mapping • problem solving • run charts • standard procedures • current reality tree.
Planning software integrates a range of business information including one or	• sales/order taking • finance/accounting • logistics • maintenance • human resources

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more of:	• production.
Information and message categories include one or more of:	• orders • production/operations processes • scheduling (e.g. daily/weekly) • finance and accounting • human resources (e.g. rosters, reserves, training completed and scheduled) • quality requirements • customers • suppliers.
Stages where value stream actions occur include one or more of:	• sales outlet/representative • information gathering, data analysis and research • product design • raw material sourcing • intermediate processing • final assembler/collation/preparation • support services (e.g. accounting, finance and legal) • storage and delivery to customer • after market support.

Unit Mapping Information

Release 1. Supersedes and is equivalent to MSS404060A Facilitate the use of planning software systems in a work area or team

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5b04f318-804f-4dc0-9463-c3fb9a3fe998

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Assessment Requirements for MSS404060 Facilitate the use of planning software systems in a work area or team

Modification History

Release 1. Supersedes and is equivalent to MSS404060A Facilitate the use of planning software systems in a work area or team

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy the requirements of the elements and performance criteria and include the ability, to facilitate and/or provide support on three (3) or more occasions, to:

- identify team or work group area information requirements and relate to planning software categories
- lead and motivate others in using planning software
- ensure information sent to planning software is accurate and appropriate
- obtain regular and one-off information from planning software
- make decisions using planning software generated information.

Knowledge Evidence

Must provide evidence that demonstrates knowledge relevant to their job role sufficient to fulfil their job role independently, including:

- hierarchy of planning software system and operation
- information available from/through the planning software system
- query facilities and information analysis capabilities offered by planning software
- support/training/skill development mechanisms available for access by team members.

Assessment Conditions

- The unit should be assessed holistically and the judgement of competence shall be based on a holistic assessment of the evidence.
- The collection of performance evidence:
  - should occur over a range of situations which include typical disruptions to normal, smooth operation of the workplace
  - will typically include a supervisor/third-party report focussing on consistent performance and problem recognition and solving. A supervisor/third-party report must be prepared by someone who has a direct, relevant, current relationship with the person being assessed and who is in a position to form a judgement on workplace performance relevant to the unit of competency
  - must include facilitating and/or support for teams or work groups using planning software systems in own workplace

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    - will typically include the use of appropriate tools, equipment and safety gear requiring demonstration of preparation, operation, completion and responding to problems.
- Assessment should occur in operational workplace situations.
- Knowledge evidence may be collected concurrently with performance evidence (provided a record is kept) or through an independent process such as workbooks, written assessments or interviews (provided a record is kept).
- Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.
- Conditions for assessment must include access to all tools, equipment, materials and documentation required, including relevant workplace procedures, product and manufacturing specifications associated with this unit.
- Foundation skills are integral to competent performance of the unit and should not be assessed separately.
- Assessors must satisfy the assessor competency requirements that are in place at the time of the assessment as set by the VET regulator.
- The assessor must demonstrate both technical competency and currency.
- Technical competence can be demonstrated through:
    - relevant VET or other qualification/Statement of Attainment AND/OR
    - relevant workplace experience
- Currency can be demonstrated through:
    - performing the competency being assessed as part of current employment OR
    - having consulted with an organisation providing relevant environmental monitoring, management or technology services about performing the competency being assessed within the last twelve months.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5b04f318-804f-4dc0-9463-c3fb9a3fe998

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MSS405001 Develop competitive systems and practices for an organisation

Modification History

Release 1. Supersedes and is equivalent to MSS405001A Develop competitive systems and practices for an organisation

Application

This unit of competency covers the skills and knowledge required to develop new strategies for competitive systems and practices or make improvements to existing systems and practices.

This unit applies to a manager, technical specialist or similar in an organisation implementing competitive systems and practices, or in an organisation wishing to embark on the competitive systems and practices path. The person needs to be able to analyse the needs of the organisation and develop strategies and systems for effective implementation and continuous improvement of competitive systems and practices in the organisation. They may be developing competitive systems and practices for the first time for this organisation, or may be developing/improving existing systems and practices.

This unit primarily requires the application of skills associated with communication in gathering, analysing and applying information and consulting with stakeholders. Problem solving, initiative and enterprise, and planning and organising are required to determine effective competitive systems and practices strategies for the organisation. This unit also requires aspects of self-management and learning to ensure feedback and new learning is integrated into competitive systems and practices strategies.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Competency Field

Competitive systems and practices

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Unit Sector

Not applicable

Elements and Performance Criteria

Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	**Determine appropriate analytical techniques**	1.1	Liaise with key stakeholders to determine objectives of operations strategy.
		1.2	Examine current operations to determine major areas requiring improvement
		1.3	Compare possible strategies, techniques and tools against organisation needs.
		1.4	Select possible strategies, techniques and tools.
		1.5	Consult with key stakeholders to confirm selected strategies, techniques and tools.
2	**Develop competitive systems and practices strategies**	2.1	Estimate benefit/cost ratio for major stakeholders and the value stream overall.
		2.2	Determine preferred operations strategy.
		2.3	Examine and adapt strategy to organisation needs and priorities.
		2.4	Examine and adapt competitive systems and practices techniques and tools required to implement strategy.
		2.5	Negotiate with key stakeholders to develop an implementation plan.
		2.6	Determine key information and performance indicators required.
3	**Implement strategy**	3.1	Determine data collection required.
		3.2	Identify and evaluate methods of collecting and processing required data.

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		3.3	Determine hardware and other resources required.
		3.4	Evaluate skill needs required.
		3.5	Ensure all resources/training are available and completed.
		3.6	Implement strategy.
4	**Monitor implementation of strategy**	4.1	Compare information/performance indicators with desired levels.
		4.2	Liaise with key stakeholders regarding strategy issues.
		4.3	Identify areas requiring adjustment.
		4.4	Make required adjustments.

Foundation Skills

This section describes those required skills (language, literacy and numeracy) that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Competitive systems and practices include one or more of:	• lean operations • agile operations • preventative and predictive maintenance approaches • statistical process control systems, including six sigma and three sigma • JIT, kanban and other pull-related operations control systems • supply, value, and demand chain monitoring

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	and analysis • 5S • continuous improvement (kaizen) • breakthrough improvement (kaizen blitz) • cause/effect diagrams • overall equipment effectiveness (OEE) • takt time • process mapping • problem solving • run charts • standard procedures • current reality tree.
Competitive systems and practices techniques and tools include one or more of:	• value stream mapping • 5S • JIT • mistake proofing • process mapping • establishing customer pull • kaizen and kaizen blitz • setting of KPIs/metrics • identification and elimination of waste (muda) • standardisation.
Customer requirement stages where value stream actions may occur include one or more of:	• sales outlet/representative • information gathering, data analysis and research • product design • raw material sourcing • intermediate processing • final assembler/collation/preparation • support services (e.g. accounting, finance and legal) • storage and delivery to customer • after market support.

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Unit Mapping Information

Release 1. Supersedes and is equivalent to MSS405001A Develop competitive systems and practices for an organisation

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5b04f318-804f-4dc0-9463-c3fb9a3fe998

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Assessment Requirements for MSS405001 Develop competitive systems and practices for an organisation

Modification History

Release 1. Supersedes and is equivalent to MSS405001A Develop competitive systems and practices for an organisation

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy the requirements of the elements and performance criteria and include the ability to develop the competitive systems and practices of an entire organisation, department or equivalent and to:

- determine analytical techniques which are currently appropriate for the organisation
- develop/improve the strategies used
- implement and monitor the new/improved strategy.

Knowledge Evidence

Must provide evidence that demonstrates sufficient knowledge to interact with relevant personnel and be able to develop the organisation's competitive systems and practices, including knowledge of:

- competitive systems and practices tools which may be relevant
- kaizen and kaizen blitz techniques
- muda identification and minimisation
- benefit/cost determination and application
- matching and prioritising strategies to organisation goals.

Assessment Conditions

- The unit should be assessed holistically and the judgement of competence shall be based on a holistic assessment of the evidence.
- The collection of performance evidence is best done from a report and/or folio of evidence drawn from:
  - a single project which provides sufficient evidence of the requirements of all the elements and performance criteria
  - multiple smaller projects which together provide sufficient evidence of the requirements of all the elements and performance criteria.
- A third-party report, or similar, may be needed to testify to the work done by the individual, particularly when the project has been done as part of a project team.
- Assessment should use a real project aimed at developing an organisation's competitive systems and practices for an operational workplace.

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- Knowledge evidence may be collected concurrently with performance evidence or through an independent process such as workbooks, written assessments or interviews (provided a record is kept).
- Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.
- Conditions for assessment must include access to all tools, equipment, materials and documentation required, including relevant workplace procedures, product and manufacturing specifications associated with this unit.
- Foundation skills are integral to competent performance of the unit and should not be assessed separately.
- Assessors must satisfy the assessor competency requirements that are in place at the time of the assessment as set by the VET regulator.
- The assessor must demonstrate both technical competency and currency.
- Technical competence can be demonstrated through:
  - relevant VET or other qualification/Statement of Attainment AND/OR
  - relevant workplace experience
- Currency can be demonstrated through:
  - performing the competency being assessed as part of current employment OR
  - having consulted with an organisation providing relevant environmental monitoring, management or technology services about performing the competency being assessed within the last twelve months.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5b04f318-804f-4dc0-9463-c3fb9a3fe998

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MSS405004 Develop business plans in an organisation implementing competitive systems and practices

Modification History

Release 1. Supersedes and is equivalent to MSS405004A Develop business plans in an organisation implementing competitive systems and practices

Application

This unit of competency covers the skills and knowledge required to develop business plans in an organisation implementing competitive systems and practices. This unit applies to an individual in an organisation implementing competitive systems and practices (e.g. a production/plant manager, purchasing/technical officer or similar) who is required to develop a section business plan to meet the requirements of the overall strategic plan of the organisation. The plan includes the impact on the value stream and other critical competitive systems and practices factors. Due to competitive pressures this may be a reasonably frequent activity and can occur at any time over the business cycle. The plan may be in response to a specific change, or it may be a plan for the next period.

This unit assumes that up-to-date information about the organisation's role in the value stream is available.

This unit primarily requires the application of skills associated with gathering, analysing and applying information and consulting with stakeholders. Problem solving, initiative and enterprise, and planning and organising are required to develop an effective and measurable business plan. This unit also requires aspects of self-management and learning to ensure feedback and new learning is integrated into competitive systems and practices strategies.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Competency Field

Competitive systems and practices

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Unit Sector

Not applicable

Elements and Performance Criteria

Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	**Determine purpose of plan**	1.1	Confirm reason for developing plan and expected outcomes from plan.
		1.2	Confirm purpose of plan with all relevant stakeholders.
		1.3	Check expected outcomes from plan with overall strategic plan for organisation.
		1.4	Identify any potential areas for conflict between proposed plan and strategic directions.
		1.5	Negotiate with relevant stakeholders to resolve issues.
2	**Develop objectives and strategies**	2.1	Draft objectives for business plan.
		2.2	Draft strategies to achieve these objectives.
		2.3	Determine implications for value stream.
		2.4	Determine capital or workplace layout/organisation implications for objectives and strategies.
3	**Develop plans to meet objectives and strategies**	3.1	Negotiate with relevant stakeholders over implications for objectives and strategies.
		3.2	Liaise with relevant stakeholders to develop plans to meet objectives.
		3.3	Determine relevant key performance indicators (KPIs) for plan.
		3.4	Check KPIs are appropriate for purpose of plan.
		3.5	Check plan will deliver planned purpose.
		3.6	Map plan to changed value stream.

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		3.7	Adjust plan to optimise value stream.
		3.8	Validate plan with relevant stakeholders.
4	**Monitor the implementation of the plan**	4.1	Release plan for implementation.
		4.2	Check the key progress points against the key stages of the plan.
		4.3	Note any discrepancies.
		4.4	Take action to ensure correct implementation of plan.

Foundation Skills

This section describes those required skills (language, literacy and numeracy) that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Competitive systems and practices include one or more of:	• lean operations • agile operations • preventative and predictive maintenance approaches • statistical process control systems, including six sigma and three sigma • Just in Time (JIT), kanban and other pull-related operations control systems • supply, value, and demand chain monitoring and analysis • 5S • continuous improvement (kaizen) • breakthrough improvement (kaizen blitz) • cause/effect diagrams

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- overall equipment effectiveness (OEE)
- takt time
- process mapping
- problem solving
- run charts
- standard procedures
- current reality tree.

Objectives include performance in one or more of:

- sales
- profit
- quality
- work health and safety (WHS)
- environment
- competitive systems and practices
- human, physical, financial and environmental/resource use.

Strategies to meet objectives include one or more areas:

- human and industrial relations practice
- material/component and resources use
- sustainable environmental practices
- sales and marketing
- financial
- regulatory compliance.

Relevant stakeholders include one or more of:

- other team members
- other workers
- management
- technical specialists
- other members of the value stream.

Customer requirement stages where value stream actions may occur include one or more of:

- sales outlet/representative
- information gathering, data analysis and research
- product design
- raw material sourcing
- intermediate processing
- final assembler/ collation/preparation
- support services (e.g. accounting, finance and legal)
- storage and delivery to customer
- after market support.

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Unit Mapping Information

Release 1. Supersedes and is equivalent to MSS405004A Develop business plans in an organisation implementing competitive systems and practices

Links

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Assessment Requirements for MSS405004 Develop business plans in an organisation implementing competitive systems and practices

Modification History

Release 1. Supersedes and is equivalent to MSS405004A Develop business plans in an organisation implementing competitive systems and practices

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy the requirements of the elements and performance criteria and include the ability to develop one (1) or more business plans covering an organisation, department or section (or similar) and to:

- determine the purpose of the plan
- draft objectives of the plan and strategies for achieving them
- develop a plan which uses the strategies to deliver the objectives and optimise the value stream
- monitor the implementation of the plan and make changes as needed.

Knowledge Evidence

Must provide evidence that demonstrates sufficient knowledge to interact with relevant personnel and be able to develop and modify a business plan, including knowledge of:

- techniques and purposes of developing business plans
- parameters for business plans, including scope, period and risk
- relationship between business plans and competitive systems and practices
- impacts of alternatives on the value stream
- key performance indicators (KPIs) and the characteristics of good (optimises the whole) and poor KPIs
- risk mitigation, including business, quality, sustainability and other risks.

Assessment Conditions

- The unit should be assessed holistically and the judgement of competence shall be based on a holistic assessment of the evidence.
- The collection of performance evidence is best done from a report and/or folio of evidence drawn from:
  - a single project which provides sufficient evidence of the requirements of all the elements and performance criteria
  - multiple smaller projects which together provide sufficient evidence of the requirements of all the elements and performance criteria.

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- A third-party report, or similar, may be needed to testify to the work done by the individual, particularly when the project has been done as part of a project team.
- Assessment should use a real business plan development for an operational workplace.
- Knowledge evidence may be collected concurrently with performance evidence or through an independent process such as workbooks, written assessments or interviews (provided a record is kept).
- Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.
- Conditions for assessment must include access to all tools, equipment, materials and documentation required, including relevant workplace procedures, product and manufacturing specifications associated with this unit.
- Foundation skills are integral to competent performance of the unit and should not be assessed separately.
- Assessors must satisfy the assessor competency requirements that are in place at the time of the assessment as set by the VET regulator.
- The assessor must demonstrate both technical competency and currency.
- Technical competence can be demonstrated through:
  - relevant VET or other qualification/Statement of Attainment AND/OR
  - relevant workplace experience
- Currency can be demonstrated through:
  - performing the competency being assessed as part of current employment OR
  - having consulted with an organisation providing relevant environmental monitoring, management or technology services about performing the competency being assessed within the last twelve months.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5b04f318-804f-4dc0-9463-c3fb9a3fe998

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MSS405086 Develop sustainable energy practices

Modification History

Release 1. Updated unit code. Changes to performance criteria. Range of conditions removed. Assessment requirements amended. Equivalent outcome.

Application

This unit describes the skills and knowledge required by an individual to identify opportunities for, and make improvements in, sustainable energy practices in an organisation. This includes efficient use of raw materials, management of waste, electricity conservation, heat conservation and management, water management, environment protection and environment obligations of organisations.

The unit involves analysis of energy used in processes and operations and categorising the energy use according to lean principles. The unit covers categorising energy into necessary use and muda (waste) with the muda being further categorised into necessary muda and unnecessary muda. Strategies for eliminating or minimising energy muda are covered with cost benefit analyses being required for strategies.

This unit applies to a manager, technical specialist or similar who is required to use problem solving, initiative, planning and organising skills to develop plans for efficient energy use.

No licensing or certification requirements exist at the time of publication. Relevant legislation, industry standards and codes of practice within Australia must be applied.

Pre-requisite Unit

Nil

Competency Field

Competitive systems and practices

Unit Sector

Not applicable

Elements and Performance Criteria

Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	**Analyse energy**	1.1	Identify all energy consuming processes

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Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
	use	1.2	Determine quantity and nature of energy consumed
		1.3	Analyse energy consumed and generated in different parts of the process
		1.4	Determine source of energy consumed in process
2	**Develop energy conservation plans**	2.1	Determine the efficiency of use of energy by all energy consuming processes
		2.2	Determine causes of low efficiency of use
		2.3	Develop plans for increasing the efficiency of energy use
		2.4	Calculate cost benefit of plans
3	**Develop energy trading plans**	3.1	Compare energy generating activities with energy consuming activities
		3.2	Determine feasibility of energy consuming activities using energy generated by other activities
		3.3	Develop plans for energy trading
		3.4	Calculate cost benefit of plans
4	**Investigate alternative sources of energy**	4.1	Write a specification for energy required
		4.2	Identify sources for that energy
		4.3	Calculate cost benefit for alternative energy sources
5	**Develop plans for more efficient energy use**	5.1	Compare cost benefit for different alternatives developed
		5.2	Rank proposals based on cost benefit compared to limited resources

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Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.	
	5.3	Check proposals meet regulatory requirements
	5.4	Recommend proposals for improving energy efficiency
6 **Implement selected plans**	6.1	Liaise with relevant people to implement energy efficiency plans
	6.2	Follow through to ensure implementation occurs
	6.3	Monitor implementation and adjust
	6.4	Check new energy usage to ensure improvements have occurred

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

Release 1. Supersedes and is equivalent to MSS405070 Develop sustainable energy practices.

Links

The MSS Sustainability Companion Volume implementation Guides are available from VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5b04f318-804f-4dc0-9463-c3fb9a3fe998

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Assessment Requirements for MSS405086 Develop sustainable energy practices

Modification History

Release 1. Updated unit code. Changes to performance criteria. Range of conditions removed. Assessment requirements amended. Equivalent outcome.

Performance Evidence

There must be evidence the candidate has completed the tasks outlined in the elements and performance criteria of this unit, and:

- developed sustainable energy practices for at least 1 organisation.

Knowledge Evidence

There must be evidence the candidate has knowledge of:

- sources of data and required calculations
- types and sources of energy
- methods of analysing energy efficiency for different types of energy
- methods of converting energy values from one form to another
- alternative sources of energy
- principles of energy efficiency
- sustainability regulatory and legislative requirements
- energy trading schemes and procedures
- organisation and process needs for energy
- muda (waste) including: necessary and unnecessary

Assessment Conditions

Skills must have been demonstrated in the workplace or in a simulated environment that reflects workplace conditions, contingencies, facilities, equipment and resources.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

The MSS Sustainability Companion Volume implementation Guides are available from VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5b04f318-804f-4dc0-9463-c3fb9a3fe998

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MSS405088 Plan, implement and monitor energy management

Modification History

Release 1. Supersedes but is not equivalent to MSS405086 - Develop sustainable energy practices.

Application

This unit describes the skills and knowledge required to review energy use, and develop objectives, strategies and action plans for improved energy management in an organisation. It includes implementation and permanent monitoring as well as consultation and collaboration with key stakeholders throughout the process.

This unit applies to operational and technical specialists, managers or similar who combine detailed knowledge of energy management with critical thinking, communication, and planning and organisational skills to develop and implement plans for improved energy management. Energy management responsibilities may be part of a broader work role or a primary job role. In some cases, the individual may work as an external advisor.

No licensing or certification requirements exist at the time of publication. Relevant legislation, industry standards and codes of practice within Australia must be applied.

Pre-requisite Unit

Nil

Competency Field

Sustainable Operations

Elements and Performance Criteria

Elements	**Performance Criteria**
Elements describe the essential *outcomes.*	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Review energy use	1.1 Identify current energy sources used in different business areas and processes 1.2 Identify and analyse areas of significant energy consumption from operational data 1.3 Identify and analyse the internal and external factors that

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Elements	**Performance Criteria**
Elements describe the essential *outcomes.*	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	significantly affect energy use and consumption in the organisation 1.4 Identify energy generating activities and their potential for use in the organisation 1.5 Investigate and compare costs and benefits of current and potential energy sources for the organisation 1.6 Identify, prioritise and record opportunities for improving energy performance based on analysis
2. Engage with stakeholders	2.1 Identify key stakeholders and their role in influencing or improving energy management 2.2 Develop approaches to engage with stakeholders based on their business perspectives 2.3 Use and adapt technical information about energy and its management to meet stakeholder needs 2.4 Identify and use opportunities to consult and collaborate with stakeholders about current and potential energy performance
3. Establish energy performance objectives and indicators	3.1 Establish and articulate energy objectives based on analysis and consultation 3.2 Align energy management objectives with broader organisation objectives and priorities 3.3 Develop energy management performance indicators that support objectives
4. Develop energy management strategies and action plans	4.1 Identify and develop strategies that support energy management objectives 4.2 Align strategies with broader organisation goals and priorities 4.3 Complete an initial feasibility review from existing operational and financial data 4.4 Identify and document proposed operating and administrative framework that clearly defines actions, responsibilities, timelines and evaluation methods
5. Implement strategies and action plans	5.1 Identify priority areas for action and seek further business case information to support implementation 5.2 Set up systems and procedures that support strategies and action plans in consultation with relevant stakeholders 5.3 Establish communication channels and provide information to key

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Elements	**Performance Criteria**
Elements describe the essential *outcomes.*	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	stakeholders to support implementation 5.4 Support implementation activities in accordance with agreed plans
6. Monitor and report on strategies and action plans	6.1 Monitor activities and identify progress and shortfalls against energy performance objectives and indicators 6.2 Determine and act on the need for adjustments based on progress made 6.3 Obtain performance monitoring data and report on energy management in accordance with agreed plans

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

- Reading skills to interpret varied types of operational information
- Writing skills to develop planning, administrative and operational documentation
- Oral communication skills to engage with others about potentially complex and interrelated business issues
- Numeracy skills to analyse energy costs and consumption; interpret business financial information
- Teamwork skills to develop and implement collaborative approaches to energy management
- Technology skills to create and format planning, administrative and operational documentation

Other foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

Supersedes but is not equivalent to MSS405086 - Develop sustainable energy practices.

Links

MSS Sustainability Companion Volume Implementation Guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5b04f318-804f-4dc0-9463-c3fb9a3fe998

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Assessment Requirements for MSS405088 Plan, implement and monitor energy management

Modification History

Release 1. Supersedes but is not equivalent to MSS405086 - Develop sustainable energy practices.

Performance Evidence

There must be evidence the candidate has completed the tasks outlined in the elements and performance criteria of this unit, and:

- planned, implemented and monitored energy management strategies for 1 organisation, area of operation or process that include consideration of:
  - alternative sources
  - efficiency and reduction of carbon emissions
  - waste management.

Knowledge Evidence

There must be evidence the candidate has knowledge of:

- types and sources of internal and external information for energy management planning:
  - current and potential energy sources
  - production data
  - current usage levels
  - process needs
  - regulatory environment
  - business goals
- methods for identifying improvement opportunities
- key stakeholders and engagement strategies
- potential objectives for energy management
- how to develop energy management performance indicators
- how to align energy management objectives with broader organisation priorities
- links between energy and other aspects of sustainability
- methods of analysing energy efficiency for different types of energy
- ways of categorising energy use
- key principles and features of different energy management strategies
  - alternative sources
  - conservation
  - efficiency and reduction of carbon emissions
  - trading schemes

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  - waste management – necessary and unnecessary *muda*
- types of potential improvements, including those related to:
  - capital purchases
  - equipment adaptation
  - production/process
  - maintenance
  - transport
- key aspects of the energy management planning, implementation, monitoring and reporting framework, including requirements of ISO 50001 Energy Management Systems
- concept of permanent monitoring versus temporary monitoring.

Assessment Conditions

Skills must have been demonstrated in the workplace or in a simulated environment that reflects workplace conditions and contingencies. The following conditions must be met for this unit:

- use of suitable facilities, equipment and resources, including:
- information about organisation operations, including financial data
- current and relevant information technology.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

MSS Sustainability Companion Volume Implementation Guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5b04f318-804f-4dc0-9463-c3fb9a3fe998

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PSPGEN062 Collect statistical data

Modification History

Release	Comments
1	This unit was released in PSP Public Sector Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to PSPGOV521A Collect statistical data. • Unit code updated • Content and formatting updated to comply with new standards • All PC transitioned from passive to active voice

Application

This unit describes the skills required to develop a data collection plan and then collect new data. It includes preparing for data collection, defining data requirements, preparing data collection tools for direct collection, conducting data collection using direct collection, conducting data collection from existing source/s and collating and organising information/data.

This unit applies to those working in generalist and specialist roles within the public sector.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work autonomously consulting others as required, performing complex tasks in a range of familiar contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Competency Field

General

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Prepare for data collection	1.1 Study the project or survey question and clarify where necessary. 1.2 Define expected data outputs. 1.3 Familiarise yourself with proposed technology and customise where necessary. 1.4 Confirm the population for the source of data. 1.5 Assess the survey design for suitability.
2. Define data requirements	2.1 Determine the accuracy requirements (precision) of the data to be collected. 2.2 Define the requirements of proposed information management system with regard to storage and processing of data. 2.3 Define and communicate information requirements to all staff involved in data collection. 2.4 Identify and assess data sources for accessibility and reliability. 2.5 Define the type and extent of data required. 2.6 Apply classification standards to the proposed data.
3. Prepare data collection tools for direct collection	3.1 Define data collection methods and techniques clearly relative to data requirements. 3.2 Identify the optimum method for gathering the proposed data after research of alternatives has occurred. 3.3 Design the survey vehicle or questionnaire in conjunction with a suitably qualified person. 3.4 Test and evaluate the survey vehicle.
4. Conduct data collection using direct collection	4.1 Identify and/or construct the proposed sampling frame. 4.2 Select a sample and implement a pilot study. 4.3 Re-evaluate the proposed survey design based on the results of the pilot study. 4.4 Conduct the main survey according to accepted professional standards. 4.5 Take opportunities to establish and maintain contacts with those who may provide useful information, with due consideration of respondent burden.
5. Conduct data collection from existing source/s	5.1 Source data for the project. 5.2 Identify a range of statistics necessary for the project in conjunction with a suitably qualified person.

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	5.3 Review sources of information regularly for usefulness, reliability and cost. 5.4 Use channels and sources of information effectively.
6. Collate and organise information/data	6.1 Identify statistics to support the project question. 6.2 Collate data electronically. 6.3 Evaluate the accuracy and appropriateness of data. 6.4 Record data in the desired format.

Foundation Skills

Foundation skills are embedded within the elements and performance criteria of this unit.

Unit Mapping Information

This unit supersedes and is equivalent to PSPGOV521A Collect statistical data.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

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Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

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Assessment Requirements for PSPGEN062 Collect statistical data

Modification History

Release	Comments
1	These Assessment Requirements were released in PSP Public Sector Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- applying legislation, regulations and policies relating to statistical data collection
- deciding which survey method to use
- designing questionnaires
- using communication methods including consultation, establishing and maintaining contacts
- reading information and data requirements
- writing survey questions that are unambiguous and reflect intended meaning

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- public sector legislation including WHS and environment, regulations, policies, procedures and guidelines relating to statistical data collection, privacy and confidentiality
- the advantages and disadvantages of different data sources
- the differences between census and survey data
- the importance of identifying a good frame
- the quality of the statistics and for what purpose the data can be used
- the limitations of the statistics used
- different data collection methodologies and how they affect results
- data collection and sampling methodologies
- the effects of non-response on survey estimates

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- the impact of types of errors
- national and international classification standards
- information management systems

Assessment Conditions

This unit contains no specific industry-mandated assessment conditions. Guidance on suggested and recommended conditions and methods can be found in the Implementation Guide.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

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PSPPCY010 Manage policy implementation

Modification History

Release	Comments
1	This unit was released in PSP Public Sector Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to PSPPOL603A Manage policy implementation. • Unit code updated • Content and formatting updated to comply with new standards • All PC transitioned from passive to active voice

Application

This unit describes the skills required to interpret policy and manage policy implementation process. It includes interpreting and communicating the requirements of policy, and policy implementation.

This unit applies to those working as public sector staff required to manage policy implementation.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work independently, with staff supervision responsibilities, while performing complex tasks in familiar context.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Competency Field

Policy

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Interpret and communicate requirements of policy	1.1 Identify the expected outcomes of policy implementation and communicate to staff. 1.2 Interpret policy relative to workplace responsibilities and accountabilities. 1.3 Communicate the impact on work activities of policy implementation to staff and other stakeholders. 1.4 Assist staff with the interpretation of policy and its application to their work.
2. Implement policy	2.1 Identify potential or impending policy changes and prepare strategies to accommodate and communicate those changes. 2.2 Prepare work plans consultation with staff and management to ensure that policy is implemented as intended. 2.3 Monitor staff performance to ensure that it complies with policy. 2.4 Assist staff in adjusting to changes.

Foundation Skills

Foundation skills are embedded within the elements and performance criteria of this unit.

Unit Mapping Information

This unit supersedes and is equivalent to PSPPOL603A Manage policy implementation.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

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Assessment Requirements for PSPPCY010 Manage policy implementation

Modification History

Release	Comments
1	These Assessment Requirements were released in PSP Public Sector Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- interpreting complex and formal documents
- providing leadership to the workgroup in the interpretation and implementation of policy
- managing policy implementation on 2 or more occasions or in 2 or more contexts

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- range and type of policies relating to the public sector
- public sector code/s of ethics and code/s of conduct
- organisation and government procedures

Assessment Conditions

This unit contains no specific industry-mandated assessment conditions. Guidance on suggested and recommended conditions and methods can be found in the Implementation Guide.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

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PSPREG029 Manage and lead inspection and monitoring programs

Modification History

Release	Comments
1	This unit was released in PSP Public Sector Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to PSPREG603A Manage and lead inspection and monitoring programs. • Unit code updated • Content and formatting updated to comply with the new standards • All PC transitioned from passive to active voice

Application

This unit describes the skills required to manage and lead inspection and monitoring activities in accordance with relevant Acts and regulations. It includes determining inspection and monitoring program requirements, managing and leading inspection and monitoring programs and managing reporting systems, information and training.

This unit applies to those working in regulatory roles within the public sector involving inspection and monitoring.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work autonomously, performing complex tasks in a range of familiar and unfamiliar contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

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Competency Field

Regulatory

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Determine inspection and monitoring program requirements	1.1 Determine outputs and performance indicators for programs, and inspection and monitoring responsibilities. 1.2 Determine strategic, operational, technical, financial and administrative requirements. 1.3 Undertake operational and procedural assessments for quality improvement. 1.4 Interpret legislation and regulations and make recommendations on related policies and procedures. 1.5 Interpret and explain risk management practices, workplace health and safety and environmental requirements to staff in accordance with their needs.
2. Manage and lead inspection and monitoring programs	2.1 Provide leadership and assist individuals to deliver agreed outputs. 2.2 Manage inspection and monitoring programs and supervise program performance, resources and expenditure. 2.3 Develop policy and procedures for dealing with non-compliance through information, development or extension activities and prosecution. 2.4 Manage compliance programs as required in accordance with set procedures and timelines. 2.5 Manage implementation of the performance management system for inspection and monitoring staff. 2.6 Enforce legislative requirements, risk management practices, workplace health and safety and environmental procedures.
3. Manage reporting systems, information and training	3.1 Manage records management and reporting systems in accordance with performance indicators. 3.2 Prepare high-level correspondence and advice, submissions and reports. 3.3 Prepare evidence for legal action under relevant legislation. 3.4 Monitor inspection and monitoring training and develop and implement initiatives to improve staff performance.

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Foundation Skills

Foundation skills are embedded within the elements and performance criteria of this unit.

Unit Mapping Information

This unit supersedes and is equivalent to PSPREG603A Manage and lead inspection and monitoring programs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

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Assessment Requirements for PSPREG029 Manage and lead inspection and monitoring programs

Modification History

Release	Comments
1	These Assessment Requirements were released in PSP Public Sector Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- demonstrating leadership and performance management in the context of inspection and monitoring
- undertaking risk management and problem-solving
- communicating with a diverse range of clients and staff
- writing reports, submissions and Ministerial correspondence, requiring discretion and judgment to determine content and style audience approach
- dealing with referrals from other staff on matters that are more difficult, or of potential interest to external parties including the media, public or political parties
- using computers for word processing and records management

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- interpretation, application, evaluation and review of enabling legislation and regulations
- performance and procedural assessment strategies
- performance indicators
- organisational policy and procedures
- inspection procedures
- monitoring procedures
- responses to complex/serious non compliance

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- elements of an offence
- rules of evidence
- workplace and industry environment
- public sector legislation, including WHS, environment, privacy

Assessment Conditions

This unit contains no specific industry-mandated assessment conditions. Guidance on suggested and recommended conditions and methods can be found in the Implementation Guide.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

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PUACOM012 Liaise with media at a local level

Modification History

Release 1. This is the first release of this unit of competency in the PUA Public Safety Training Package.

Application

This unit of competency involves the skills and knowledge required to liaise with media at an incident and for providing information about local events. It includes determining media requirements for providing information to publicise an event.

The unit is applicable to personnel of local public safety groups who are delegated the responsibility to liaise with media in both emergency and non-emergency situations.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

Communication

Unit Sector

Public Safety

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Determine media requirements	**1.1** Organisational procedures are followed when liaising with the media
	1.2 Media's potential interest is assessed and arrangements are made to meet their needs

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	1.3	Operational responsibilities are balanced against provision of information to the media
2 Provide information to media	**2.1**	A positive image of the organisation is maintained when liaising with the media
	2.2	Every opportunity is used to promote the organisation, its services and personnel, in accordance with organisational requirements
	2.3	Information is supplied to the media when operational situation permits
3 Publicise an event	**3.1**	Relationship is established with media contacts, in accordance with organisational requirements
	3.2	Event details and support materials are gathered and presented in a logical and concise manner to the media
	3.3	Information provided to media is recorded and maintained, in accordance with organisational requirements

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to PUACOM012B Liaise with media at a local level.

Links

PUA Training Package Companion Volume Implementation Guide is found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=3eca5672-6d5a-410b-8942-810d0ba05bbf

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Assessment Requirements for PUACOM012 Liaise with media at a local level

Modification History

Release 1. This is the first release of this unit of competency in the PUA Public Safety Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements and performance criteria on at least one occasion and includes

- communicating facts
- determining media requirements
- following organisational policies and procedures including Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements
- liaising with media and other organisations
- maintaining positive image of the organisation to the media
- prioritising between operational responsibilities and provision of information to media
- providing information to the media
- publicising an event

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements, performance criteria and range of conditions and includes knowledge of

- communication techniques and skills
- media relationships
- media requirements
- operational responsibilities
- opportunities for media interest and events
- organisational documentation, policies and procedures including Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements and procedures relating to media liaison
- presentation of information in a newsworthy and informative manner
- provision of relevant and succinct information
- requirements of different media
- role of media in disseminating information

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Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Assessment must occur in workplace operational situations. Where this is not appropriate, assessment must occur in industry approved simulated workplace operational situations that reflect workplace conditions.

Resources for assessment must include access to

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, equipment, tools and personal protective clothing and equipment currently used in industry
- applicable documentation including organisational procedures, industry standards, regulations, codes of practice and operation manuals.

Links

PUA Training Package Companion Volume Implementation Guide is found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=3eca5672-6d5a-410b-8942-810d0ba05bbf

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PUAEQU001 Prepare, maintain and test response equipment

Modification History

Release 1. This is the first release of this unit of competency in the PUA Public Safety Training Package.

Application

This unit of competency involves the skills and knowledge required to inspect, maintain and test a range of equipment. It includes inspecting response equipment, testing response equipment and cleaning, maintaining and restowing equipment

The unit applies to personnel who have either a primary role in the maintenance of equipment or are required to test and maintain equipment as part of an operational role.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

The fire sector is those sections of government departments, statutory authorities or organisations that have responsibility under jurisdictional arrangements for the delivery of firefighting and fire management services.

It is essential that the prerequisite units listed below are obtained prior to the issuance of this unit to individuals within the fire sector or the units contributing to the attainment of a fire qualification

PUAFIR210 Prevent injury

Competency Field

Equipment

Unit Sector

Public Safety

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1	**Inspect response equipment**	**1.1**	Equipment is inspected, in accordance with organisational procedures
		1.2	Missing parts are identified and reported, in accordance with organisational procedures
		1.3	Faulty or damaged equipment is reported and recorded, in accordance with organisational procedures
2	**Test response equipment**	**2.1**	Equipment is tested, in accordance with organisational procedures and standards and is identified as fit for purpose
		2.2	Test results are recorded, in accordance with regulatory requirements and organisational procedures
		2.3	Defective equipment and substandard performance is reported and recorded, in accordance with organisational procedures
3	**Clean, maintain and restow equipment**	**3.1**	Equipment is cleaned, maintained, assembled and stowed, in accordance with organisational procedures
		3.2	Equipment records are updated, in accordance with organisational procedures
		3.3	Equipment is recovered, restowed and made ready for future use

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to PUAEQU001B Prepare, maintain and test response equipment.

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Assessment Requirements for PUAEQU001 Prepare, maintain and test response equipment

Modification History

Release 1. This is the first release of this unit of competency in the PUA Public Safety Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements and performance criteria on at least one occasion and includes

- applying organisational policies and procedures including Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements and risk mitigation
- cleaning, maintaining and restowing response equipment
- communicating information in accordance with organisational procedures
- complying with safety data sheets
- inspection, testing and servicing of response equipment
- safely using cleaning agents and chemicals

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements and performance criteria and includes knowledge of

- communication techniques
- environmental legislation relating to waste water runoff and pollution
- organisational documentation, policies and procedures including Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements and risk mitigation
- procedures for using, testing, cleaning and servicing response equipment
- response equipment used by the organisation
- safe working practices

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy

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requirements of the work being performed and the needs of the candidate.

Assessment must occur in workplace operational situations. Where this is not appropriate, assessment must occur in industry approved simulated workplace operational situations that reflect workplace conditions.

Resources for assessment must include access to

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, equipment, tools and personal protective clothing and equipment currently used in industry
- applicable documentation including organisational procedures, industry standards, equipment specifications, regulations, codes of practice and operation manuals.

Links

PUA Training Package Companion Volume Implementation Guide is found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=3eca5672-6d5a-410b-8942-810d0ba05bbf

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PUAFIR204 Respond to wildfire

Modification History

Release 1. This is the first release of this unit of competency in the PUA Public Safety Training Package.

Application

This unit of competency involves the skills and knowledge required to respond to a wildfire, work as a safe and situationally aware member of a crew to attack and extinguish a fire, participate in mop ups and patrol operations and prepare equipment for the next crew.

The unit applies to firefighting personnel who work as a member of a team. It includes preparing to respond to fire; proceeding to fire; obtaining and using firefighting equipment and extinguishing media; combating wildfire; observing and reacting to wildfire and weather conditions; participating in mop up and patrol activities; supporting operations and recovering and storing equipment. Work at this level is undertaken under direct supervision, and with instruction.

The fire sector is those sections of government departments, statutory authorities or organisations that have responsibility under jurisdictional arrangements for the delivery of firefighting and fire management services.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

It is essential that the prerequisite units listed below are obtained prior to the issuance of this unit to individuals within the fire sector or the units contributing to the attainment of a fire qualification.

PUAFIR210 Prevent injury

Competency Field

Fire

Unit Sector

Fire

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Prepare to respond to fire	**1.1** Information received about the location and type of wildfire is confirmed
	1.2 Most effective route to the fire is identified and navigated safely
	1.3 Appropriate personal protective clothing and equipment is donned, in accordance with organisational procedures
2 Proceed to fire	**2.1** Location of the fire and type of fuel is confirmed on approach
	2.2 Life is protected and damage to property and the environment is minimised, in accordance with organisational procedures
	2.3 Evidence relevant to fire cause is noted and reported utilising the organisations chain of command, in accordance with organisational procedures
	2.4 Indicators of fire behaviour are observed and reported
3 Obtain and use firefighting equipment and extinguishing media	**3.1** Nominated extinguishing media and/or firefighting equipment are located and obtained
	3.2 Extinguishing media and equipment are used, in accordance with manufacturers' specifications and organisational procedures
4 Combat wildfire	**4.1** Instructions are received, firefighting strategies and tactics are confirmed and implemented
	4.2 Suppression techniques, equipment and extinguishing media appropriate to wildfire conditions are used
	4.3 Control lines are prepared as directed
	4.4 Equipment is positioned, made ready for use and protected from damage
	4.5 Fire is attacked taking into account wildfire hazards as directed

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	4.6	Evidence of fire cause and area of fire origin are protected
	4.7	Communication is maintained at all times with all personnel
5 Observe and react to wildfire and weather conditions	**5.1**	Changing conditions at the fire are observed and their effects on fire behaviour are noted and reported
	5.2	Weather conditions and changes to fire behaviour are observed and reported
	5.3	Variations in topography, fuel features and fuel arrangements are observed and reported
	5.4	Escape routes and safety zones are confirmed and maintained throughout the incident
	5.5	Communication is maintained with other firefighting personnel throughout operational activities
6 Participate in mop up and patrol activities and support operations	**6.1**	Mopping up activities are carried out, as directed
	6.2	Patrol of the perimeter or sector of the fire is maintained, as directed
	6.3	Activities to support firefighting operations are carried out, as directed
7 Recover and store equipment	**7.1**	Equipment and consumables are recovered, as directed
	7.2	Firefighting equipment is collected and stored at the incident
	7.3	Cleaning and maintenance are carried out in accordance with organisational procedures
	7.4	Damaged or lost equipment is identified and reported

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

extinguishing media must include two of the following	• class A foam • retardants • soil • water • wetting agents
personal protective clothing and equipment must include	• eye and head protection • turnout uniform and gloves
types of wildfire must include	• surface
types of fuel must include one of the following	• forest • grass • scrub
firefighting equipment must include	• hand tools • hose and small gear • pump • tanker
firefighting tactics must include	• control line construction • mopping up • patrol • use of extinguishing media
suppression techniques must include	• dry and wet firefighting

Unit Mapping Information

This unit replaces and is equivalent to PUAFIR204B Respond to wildfire.

Links

PUA Training Package Companion Volume Implementation Guide is found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=3eca5672-6d5a-410b-8942-810d0ba05bbf

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Assessment Requirements for PUAFIR204 Respond to wildfire

Modification History

Release 1. This is the first release of this unit of competency in the PUA Public Safety Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements, performance criteria and range of conditions on at least one occasion and includes

- applying Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements
- combating wildfires
- communicating on the fire ground using a range of tools
- detecting hot spots, hazardous trees, unsecured wildfire perimeter
- maintaining situational awareness
- maintaining health and safety of self and others in work area
- observing and reacting to wildfire and weather conditions
- obtaining and using firefighting equipment and extinguishing media
- participating in mop ups, patrol activities and support operations
- participating in entrapment safety procedures
- preparing to respond to a fire
- proceeding to a fire
- reacting to changing wildfire behaviour due to changes in weather, topography and fuel conditions
- recovering, reinstating and storing equipment
- undertaking dry and wet wildfire attack
- undertaking operational activities safely, in accordance with organisational procedures
- using extinguishing media in wildfire control
- using wildfire control tools and equipment
- working with firefighting equipment
- working as a member of a team

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements, performance criteria and range of conditions and includes knowledge of

- communication on the fire ground using radio and telephone

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- consumables including flagging tape, fuel, rubbish and signs
- extinguishing media, water, foam and suppressants
- escape routes including prepared tracks, roads, trails and waterways
- earth moving equipment such as bulldozers, graders and tractors with blades
- equipment for firefighting including chainsaw, ropes and lines, drip torch and knap sack
- evidence related to fire cause including fresh vehicles tracks, items or objects at scene, nature and behaviour of fire at the scene upon arrival, nature and colour of smoke and number of columns, people and vehicles leaving the scene and whether gates on access routes to the fire were closed, opened or locked
- fire behaviour
- fuel features including arrangement and distribution, moisture content, quantity, size and type
- indicators of fire behaviour including flame height and length, noise, rate of spread, smoke colour and density, spotting and extreme fire behaviour
- organisational documentation, policies and operating procedures
- safety zones including bare ground, burnt areas, clearings, rivers and site of recent wildfire or prescribed burn, static water bodies and defendable space
- support operations including providing and transporting food, water and equipment
- tactics for firefighting including backburning, burning out and patrol
- types of wildfire including crown and ground
- types of fuel including crop, heath, peat, coal, combustible soils and plantation
- strategies for firefighting including defensive, direct and indirect attack, offensive and parallel attack
- variations in topography including aspect, elevation, landscape features and slope
- weather conditions including atmospheric stability, relative humidity, temperature and variations to wind speed and direction
- wildfire control tactics and techniques
- wildfire hazards
- Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) organisational requirements including health and fitness requirements, hygiene and wellbeing, safe work practices, safety assessments and risk mitigation

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Assessment must occur in workplace operational situations. Where this is not appropriate, assessment must occur in industry approved simulated workplace operational situations that

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reflect workplace conditions.

Resources for assessment must include access to

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, equipment, tools and personal protective clothing and equipment currently used in industry
- applicable documentation including organisational procedures, industry standards, equipment specifications, regulations, codes of practice and operation manuals.

Links

PUA Training Package Companion Volume Implementation Guide is found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=3eca5672-6d5a-410b-8942-810d0ba05bbf

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PUAFIR209 Work safely around aircraft

Modification History

Release 1. This is the first release of this unit of competency in the PUA Public Safety Training Package.

Application

This unit of competency involves the skills and knowledge required to apply safe work practices when operating in or around aircraft at an airbase. It includes working safely near aircraft and facilitating safe ground support and it applies to personnel working in the public safety sector who work around aircraft.

The fire sector is those sections of government departments, statutory authorities or organisations that have responsibility under jurisdictional arrangements for the delivery of firefighting and fire management services.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

Fire

Unit Sector

Fire

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Work safely in and around aircraft	**1.1** Personal protective clothing and equipment is used, in accordance with operational procedures
	1.2 Precautions and clearances are obtained and followed

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		when operating on or near aircraft movement areas
	1.3	Any approach to an operating aircraft is made, in accordance with organisational aircraft approach procedures, from an angle visible to the pilot or flight crew and with approval of the pilot or flight crew
	1.4	Adequate clearance is maintained from propellers, rotors and/or turbine engines, exhaust gases and engine intakes
	1.5	Typical manoeuvring patterns of aircraft are anticipated through activities
	1.6	Instructions or signals from pilots or staff controlling aircraft are complied with, in accordance with organisational procedures
	1.7	Site hazards are identified and risks are assessed and control measures are implemented
2 Facilitate safe ground support	**2.1**	Appropriate precautions are observed when positioning vehicles or equipment close to aircraft
	2.2	Aircraft design features are taken into account whilst boarding, loading or handling aircraft
	2.3	Instructions from pilots and staff coordinating aircraft operations, organisational procedures and placards are followed during ground support operations
	2.4	Aircraft loading is conducted under pilot or flight crew member supervision and appropriate weight, balance and loading system are complied with
	2.5	Areas are designated and separated, in accordance with site features and specific operations being conducted
	2.6	Fitting of equipment to an aircraft is conducted under pilot supervision, in accordance with appropriate regulatory approvals
	2.7	Aircraft fuels, oils, and supplies are stored and handled, in accordance with regulatory requirements and organisational procedures
	2.8	Aircraft or equipment defects or hazards are reported to pilot and/or appropriate supervisor
	2.9	Appropriate aerodrome regulations are complied with

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Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to PUAFIR209B Work safely around aircraft.

Links

PUA Training Package Companion Volume Implementation Guide is found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=3eca5672-6d5a-410b-8942-810d0ba05bbf

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Assessment Requirements for PUAFIR209 Work safely around aircraft

Modification History

Release 1. This is the first release of this unit of competency in the PUA Public Safety Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements and performance criteria on at least one occasion and includes

- applying Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) organisational requirements
- complying with regulatory requirements and organisational procedures
- delivering briefings in appropriate locations including an area that is free of distractions including movement and noise, is safe and convenient to subsequent deployment needs and has the necessary facilities and equipment
- ensuring safety and quality procedures are applied
- identifying hazards and risks and acting to minimise, mitigate, control or eliminate
- implementing precautions and working safely whilst around aircraft
- using personal protective clothing and equipment and specialist aviation support equipment

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements and performance criteria and includes knowledge of

- aerodrome layout, facilities and services including working zones and lighting facilities
- aerodrome legislation, industry standards, regulations and security procedures
- aircraft features and movement characteristics
- aircraft performance, operation, loading and refuelling precautions
- assessment and risk mitigation processes
- organisational documentation, policies and procedures
- participation in briefings including Situation, Mission, Execution, Administration, Command/control, Safety (SMEACS) and questions
- personal protective clothing and equipment including fire extinguisher, first aid kit, high visibility protective overalls and vests, respiratory protection, signalling devices, lighting or beacons and head, hand, eye, ear and foot protection
- roles and responsibilities of personnel supervising, managing and supporting aircraft operations
- site hazards

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- suitable locations for conducting briefings and debriefings
- types of aircraft including aeroplanes, helicopters, remotely piloted aircraft and airborne vehicles
- Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) organisational requirements including safe work practices around aircraft

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Assessment must occur in workplace operational situations. Where this is not appropriate, assessment must occur in industry approved simulated workplace operational situations that reflect workplace conditions.

Resources for assessment must include access to

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, equipment, tools and personal protective clothing and equipment currently used in industry
- applicable documentation including organisational procedures, industry standards, equipment specifications, regulations, codes of practice and operation manuals.

Links

PUA Training Package Companion Volume Implementation Guide is found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=3eca5672-6d5a-410b-8942-810d0ba05bbf

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PUAFIR210 Prevent injury

Modification History

Release 1. This is the first release of this unit of competency in the PUA Public Safety Training Package.

Application

This unit involves the skills and knowledge required to identify and avoid workplace hazards and risks, to maintain personal safety and to report identified issues to supervisors and team members.

It is designed as an introduction to safe work practices and is specifically relevant to a workplace requiring personnel to be involved in incidents, prescribed burns and/or operational aspects of emergency management. It includes identifying, implementing and monitoring effectiveness of workplace hazards and risk control procedures.

The unit applies to personnel who work as a member of a team. Work at this level is undertaken under direct supervision and instruction.

The fire sector is those sections of government departments, statutory authorities or organisations that have responsibility under jurisdictional arrangements for the delivery of firefighting and fire management services.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

Fire

Unit Sector

Fire

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential	Performance criteria describe the performance needed to

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outcomes.	demonstrate achievement of the element.
1 Identify workplace hazards and risks, and advise others	**1.1** Procedures and practices are followed to identify hazards and risks in the workplace
	1.2 Identified hazards and risks in the work area are communicated to team members and supervisors
	1.3 Identified risk factors which may create or escalate the immediate risk to life, property or the environment are reported, in accordance with organisational procedures
2 Implement hazard and risk control procedures	**2.1** Personal protective clothing and equipment is selected and donned, in accordance with organisational procedures
	2.2 Hazard identification and risks controls are implemented, in accordance with Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) guidelines and organisational procedures
	2.3 Equipment appropriate for dealing with a hazard is selected for use and checked, in accordance with organisational procedures
	2.4 Personal health and welfare is managed, in accordance with organisational policy
3 Monitor effectiveness of hazard and risk control procedures	**3.1** Situation awareness is maintained to ensure the continued effectiveness of hazard and risk control procedures
	3.2 Changes in incident behaviour and conditions are reported immediately through the chain of command, in accordance with organisational procedures
	3.3 Activities and debriefings regarding hazard and risk control procedures are participated in, as appropriate

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work

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environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

personal protective clothing and equipment must include	• eye and head protection • turn out uniform and gloves
controlling risks must include	• dynamic risk assessment • safe person approach

Unit Mapping Information

This unit replaces and is equivalent to PUAFIR215 Prevent injury.

Links

PUA Training Package Companion Volume Implementation Guide is found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=3eca5672-6d5a-410b-8942-810d0ba05bbf

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Assessment Requirements for PUAFIR210 Prevent injury

Modification History

Release 1. This is the first release of this unit of competency in the PUA Public Safety Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements, performance criteria and range of conditions on at least one occasion and includes

- applying safe work practices in accordance with organisational Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) policies and procedures
- identifying hazards and using risk control measures
- identifying workplace hazards and risks and advising others
- implementing hazard and risk control procedures
- monitoring effectiveness of hazard and risk control procedures
- selecting equipment pertinent to incidents, prescribed burning and/or operational aspects of emergency management
- working with organisational procedures including the selection and use of personal protective equipment

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements, performance criteria and range of conditions and includes knowledge of

- basic principles of a dynamic risk assessment and safe person approach
- hazards, including heat illness, fire, structural, aerial operations, hazardous materials and vehicles
- methods of hazard identification, risk control reporting and debriefing
- organisational documentation, policies and procedures for hazard and risk management
- personal protective clothing and equipment requirements
- risks to life, community, property and the environment
- situational awareness actions that support safety in the work place
- Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) organisational requirements including occupational hazards and risks encountered in the workplace, safety assessments, risk mitigation processes and risk control measures such as eliminate, isolate and substitute

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Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Assessment must occur in workplace operational situations. Where this is not appropriate, assessment must occur in industry approved simulated workplace operational situations that reflect workplace conditions.

Resources for assessment must include access to

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, equipment, tools and personal protective clothing and equipment currently used in industry
- applicable documentation including organisational procedures, industry standards, equipment specifications, regulations, codes of practice and operation manuals.

Links

PUA Training Package Companion Volume Implementation Guide is found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=3eca5672-6d5a-410b-8942-810d0ba05bbf

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PUAFIR303 Suppress wildfire

Modification History

Release 1. This is the first release of this unit of competency in the PUA Public Safety Training Package.

Application

This unit of competency involves the skills and knowledge required to work as a member of a crew to apply appropriate fire control strategies and safe work practices to extinguish a wildfire, participate in mop ups and patrol operations and prepare equipment for the next crew.

The unit applies to personnel who work as a member of a crew or team. Work at this level is often undertaken without direct supervision and instruction. There may be some level of supervision of other members of the crew at this level.

The fire sector is those sections of government departments, statutory authorities or organisations that have responsibility under jurisdictional arrangements for the delivery of firefighting and fire management services.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

It is essential that the prerequisite units listed below are obtained prior to the issuance of this unit to individuals within the fire sector or the units contributing to the attainment of a fire qualification.

PUAFIR204 Respond to wildfire

Competency Field

Fire

Unit Sector

Fire

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential	Performance criteria describe the performance needed to

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outcomes.	demonstrate achievement of the element.
1 Receive and report details of wildfire	**1.1** Details of the wildfire including location, type, behaviour and developments are received and recorded
	1.2 Fire details are reported, in accordance with organisational requirements
2 Prepare to respond to fire	**2.1** Location of wildfire is confirmed and safest access route is determined
	2.2 Personal protective clothing and equipment, apparel, food and water are obtained before departure, in accordance with organisational requirements
	2.3 Most appropriate appliance or vehicle is selected and used
3 Proceed to fire	**3.1** Location of wildfire is confirmed by observation or from instructions while on approach
	3.2 Access to area is determined and achieved without injury to personnel or damage to vehicles, equipment or environmentally sensitive areas
	3.3 Evidence observed on approach relevant to wildfire cause is noted and brought to the attention of appropriate authorities
	3.4 Navigational aids are used for planning and operational purposes
	3.5 Notification of arrival and appropriate report is provided
4 Protect people and assets	**4.1** As far as conditions allow the number, location and safety of people and assets in the threatened area is determined and assessed
	4.2 Appropriate protective procedures are implemented, under direction, to protect persons in the path of a wildfire
	4.3 Access by the public and personnel to hazardous locations is controlled, as directed, in accordance with organisational procedures
	4.4 Defensibility of property and assets is considered and, if appropriate, assistance is provided to help occupiers
	4.5 Safety of people and assets in the threatened area is

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		monitored
	4.6	Safety of people and security of assets in the area is checked and reported after the fire
5 Combat wildfire	**5.1**	Briefing is received including area of operations, strategies and tactics to be employed
	5.2	Escape routes and safety zones are confirmed and communicated to personnel
	5.3	Firefighting media and equipment are selected and used in accordance with organisational procedures
	5.4	Fire hazards are identified and action is taken to minimise the risks of injury to the public, personnel and self
	5.5	Firefighting strategies and tactics are implemented to achieve objectives and to minimise overall damage and impact on asserts and the environment
	5.6	Fuel, weather and topographical factors are observed and potential fire behaviour is anticipated and acted upon to ensure safety
	5.7	Communication is maintained with supervisor through the chain of command and with other firefighters in the work area
	5.8	Fire control activities are undertaken to minimise overall damage and impact on assets and the environment
	5.9	Potential fire behaviour is considered and acted upon to ensure safety and achievement of objectives
	5.10	Fire reports are provided to supervisor, as required
	5.11	Area of origin and evidence of fire cause are protected and brought to the attention of supervisor or relevant authority, in accordance with organisational procedures
6 Conduct mop up and patrol activities	**6.1**	Mop up activities are carried out, in accordance with organisational procedures
	6.2	Patrol of the fire is maintained
7 Recover and maintain equipment	**7.1**	Equipment is made ready for operational use, in accordance with organisational procedures

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7.2 Damaged or missing equipment is replaced, recorded and/or reported, in accordance with organisational procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Links

PUA Training Package Companion Volume Implementation Guide is found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=3eca5672-6d5a-410b-8942-810d0ba05bbf

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Assessment Requirements for PUAFIR303 Suppress wildfire

Modification History

Release 1. This is the first release of this unit of competency in the PUA Public Safety Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements, performance criteria and range of conditions on at least one occasion and includes

- anticipating and reacting to changing wildfire behaviour
- applying Work Health and Safety (WHS)/Occupational Health and Safety (OHS) organisational requirements
- assessing risk to life, property and the environment
- contributing to the implementation of firefighting strategies
- combating wildfires, performing firefighting tactics, and using firefighting equipment and extinguishing media
- communicating and working with team members
- conducting mop ups and patrol activities
- detecting hot spots and hazardous trees
- implementing and monitoring firefighting strategies and tactics
- interpreting fire weather, fuels and terrain and predicting likely impact on fire behaviour
- maintaining safety and health of self, other workers and people in a wildfire area
- participating in briefings and confirming instructions
- preparing to respond to wildfires, using navigation equipment
- proceeding to wildfires
- receiving, recording and reporting information

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements, performance criteria and range of conditions and includes knowledge of

- crew protective procedures
- access to wildfires
- recognition of environmentally sensitive areas and actions to minimise damage
- escape routes including prepared tracks, roads, trails and waterways
- fire behaviour and its response to different fuels, topography and weather conditions
- fire cause

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- fireground hazards
- fire report requirements
- fuel types and factors that impact fire development
- media and equipment for firefighting
- means of transport to fire ground
- navigational aids including aerial photographs, compass, global positioning systems and maps
- organisational documentation, policies and procedures
- potential fire behaviour including fire development, flame height and intensity, fuel load and arrangement, rate of speed, spotting, change due to terrain, topography, changes due to weather conditions, winds and fire winds.
- protective procedures including alerts and warnings, insitu protection and relocation
- safety zones including bare ground, burnt areas, clearings, rivers, site of recent wildfire or prescribed burns and static water bodies
- strategies for firefighting including offensive strategies including direct attack, indirect attack, parallel attack and combined attack and defensive strategies including community and asset protection
- tactics for firefighting including back burning and burning out, control line construction - hand and machine and direct suppression and extinguishment
- tasks for firefighting including application of firefighting media, control line construction, mopping up and patrol
- topographical factors that affect fire development
- types of fires including crown, ground and surface
- types of assets that require protection
- weather factors that influence fire development
- Work Health and Safety (WHS)/Occupational Health and Safety (OHS) organisational requirements including risk mitigation and safety near vehicles and machines

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Assessment must occur in workplace operational situations. Where this is not appropriate, assessment must occur in industry approved simulated workplace operational situations that reflect workplace conditions.

Where this is not appropriate, assessment must occur in industry approved simulated workplace operational situations that reflect workplace conditions.

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Resources for assessment must include access to

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, equipment, tools and personal protective clothing and equipment currently used in industry including
  - access to wildfire or prescribed burns and/or approved field based environment
  - firefighting equipment and extinguishing media
- applicable documentation including organisational procedures, industry standards, equipment specifications, regulations, codes of practice and operation manuals.

Links

PUA Training Package Companion Volume Implementation Guide is found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=3eca5672-6d5a-410b-8942-810d0ba05bbf

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PUAFIR309 Operate pumps

Modification History

Release 1. This is the first release of this unit of competency in the PUA Public Safety Training Package.

Application

This unit of competency involves the skills and knowledge required to operate a portable pump and/or appliance mounted pump at an incident.

The unit is applicable to personnel who are responsible for operating centrifugal appliance mounted pumps, portable pumps and foam systems at an incident. Typically, this work requires the application of basic principles hydraulics and involves working as a member of a team under limited supervision.

The fire sector is those sections of government departments, statutory authorities or organisations that have responsibility under jurisdictional arrangements for the delivery of firefighting and fire management services.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

It is essential that the prerequisite units listed below are obtained prior to the issuance of this unit to individuals within the fire sector or the units contributing to the attainment of a fire qualification.

PUAEQU001 Prepare, maintain and test response equipment

One of the following:

PUAFIR203 Respond to urban fire

PUAFIR220 Respond to isolated structure fire

PUAFIR204 Respond to wildfire

PUAFIR205 Respond to aviation incident

Competency Field

Fire

Unit Sector

Fire

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Prepare pump to deliver water	**1.1** Type of pump and hose selected is appropriate to the operation and/or incident
	1.2 Suitability of water supply for operational purposes is determined
	1.3 Pump is sited and positioned to receive and deliver water supply, in accordance with organisational procedures and requirements
	1.4 Pump and primer are engaged, in accordance with organisational procedures and manufacturers' guidelines
	1.5 Appropriate agents and equipment are prepared for production of foam at an incident, as required
2 Operate pump	**2.1** Pump components and ancillary equipment are utilised to draught water, to boost water from a reticulated supply or to deliver and relay water from an appliance tank, in accordance with organisational procedures and requirements of incident
	2.2 Pump operation is in accordance with organisational procedures, manufacturers' specifications, and Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) guidelines
	2.3 Pump settings are determined, in accordance with organisational procedures and requirements of the incident
	2.4 Pumps are operated and observed to ensure that pressure and flow of water meets operational requirements and that safety to personnel is maintained
	2.5 Pump performance is monitored and maintained to ensure maximum efficiency of operation, to detect and correct pumping and safety problems and to take appropriate action, in accordance with organisational procedures
	2.6 Pump operations are carried out avoiding injury to

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		personnel and damage to equipment and facilities
	2.7	Mechanical malfunctions are reported, in accordance with organisational procedures
3 Conclude pump operations	**3.1**	Pump operations are concluded, in accordance with organisational procedures
	3.2	Ancillary equipment is collected, reinstated and stowed, in accordance with organisational procedures
	3.3	Maintenance procedures and checks are undertaken to ensure pump and ancillary equipment is serviceable, in accordance with organisational requirements

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

type of pump must include	• appliance mounted pump • portable pump
suitability of water supply must include	• capacity • pressure
foam agents must include	• Class A foams or • Class B foams
foam equipment must include	• Class A foams or Class B foams and systems
water supply must include	• reticulated supply • static supply
principles of hydraulics must include three or more of the following	• discharge and flow rates • friction loss • head pressure calculations • jet reaction • required branch and nozzle pressures
observed must include three or more of the following	• branch operator activities checking water supply levels

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- monitoring of gauges and warning lights
- pump operators working on other units when relay pumping
- use of pressure relief valves and transfer valves
- use of pump performance charts or tables illustrating information such as optimum nozzle pressure and friction loss

Unit Mapping Information

This unit replaces and is equivalent to PUAFIR309B Operate pumps.

Links

PUA Training Package Companion Volume Implementation Guide is found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=3eca5672-6d5a-410b-8942-810d0ba05bbf

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Assessment Requirements for PUAFIR309 Operate pumps

Modification History

Release 1. This is the first release of this unit of competency in the PUA Public Safety Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements, performance criteria and range of conditions on at least one occasion and includes

- accessing static and reticulated water supplies
- applying Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) organisational requirements
- concluding pump operations
- implementing organisational procedures
- maintaining appropriate levels of pressure
- monitoring levels of water in appliance tank to ensure minimum levels for crew protection
- monitoring supply of foam concentrate
- observing personnel and pumping throughout incident
- operating a pump including using gauges and controls, positioning and priming
- preparing pump to deliver water
- providing and maintaining water supply to branch operators
- pumping without injury to personnel or damage to equipment
- responding to changing circumstances
- supplying or delivering correct proportion of foam and water
- supplying water to a location by use of a relay pump
- using ancillary equipment to support pump operations

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements, performance criteria and range of conditions and includes knowledge of

- ancillary equipment used to support delivery of foam and/or water
- determination of water supply capacity and suitability
- discharge and flow rates
- jet reaction
- organisational documentation, policies and procedures
- power train for pump

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- principles of hydraulics
- principles of hydraulic flow and pressure, priming and operating pumps, pump components and their operation and pump gauges and/or controls
- pump positioning
- relay pumping including when to use and how it is done
- static and reticulated water supply and their use in pumping operations
- types of primer and their use in pumping operations
- types of foam concentrate, pumps and primers and foam agents and equipment
- Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) organisational requirements including risk mitigation

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Assessment must occur in workplace operational situations. Where this is not appropriate, assessment must occur in industry approved simulated workplace operational situations that reflect workplace conditions.

Resources for assessment must include access to

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, equipment, tools and personal protective clothing and equipment currently used in industry including
  - a range of pumps
- applicable documentation including organisational procedures, industry standards, equipment specifications, regulations, codes of practice and operation manuals.

Links

PUA Training Package Companion Volume Implementation Guide is found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=3eca5672-6d5a-410b-8942-810d0ba05bbf

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PUAFIR402 Conduct simple prescribed burns

Modification History

Release 1. This is the first release of this unit of competency in the PUA Public Safety Training Package.

Application

This unit of competency involves the skills and knowledge required to prepare, conduct and evaluate simple prescribed burns in accordance with approved burn plans.

A prescribed burn is the controlled application of fire under specified environmental conditions to a predetermined area and at the time, intensity and rate of spread required to attain planned resource management objectives. A simple prescribed burn is characterised by low risk, low intensity, small area, low potential impact on assets, completion in one shift and minimal variation of fuel and terrain.

A prescribed burn plan is an approved plan for the conduct of prescribed burning, it includes a map identifying the area to be burned and incorporates the specifications and conditions under which the operation is to be conducted.

The unit is applicable to personnel responsible for preparing, conducting and evaluating a simple prescribed burn on public and private land.

The fire sector is those sections of government departments, statutory authorities or organisations that have responsibility under jurisdictional arrangements for the delivery of firefighting and fire management services.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

It is essential that the prerequisite units listed below are obtained prior to the issuance of this unit to individuals within the fire sector or the units contributing to the attainment of a fire qualification.

PUAFIR303 Suppress wildfire

Competency Field

Fire

Unit Sector

Fire

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Prepare to burn	**1.1** Burn operations for a simple prescribed burn are identified and undertaken, in accordance with approved prescribed burn plan, burn plan objectives, organisational procedures and legislative and regulatory requirements
	1.2 Permits are obtained, in accordance with organisational procedures and legislative and regulatory requirements
	1.3 Burn notifications and plans are issued to persons or organisations, in accordance with prescribed burn plan, organisational procedures and legislative requirements
	1.4 Control lines, including secondary control lines, are specified and prepared, in accordance with organisational procedures
	1.5 Prescribed burn plan operational hazards and risks to safety of people, property, assets, ecology and environment are identified and risk mitigation works are completed
	1.6 Forecast weather conditions are monitored, recorded and assessed, in accordance with organisational procedures
	1.7 Fuel conditions are monitored, in accordance with organisational procedures and prescribed burn plan
	1.8 Resource requirements are confirmed with reference to burn plan
2 Conduct burn	**2.1** Prescribed burn notifications are issued, in accordance with organisational procedures
	2.2 Pre-burn checks are conducted, in accordance with organisational procedures
	2.3 Local weather conditions for day of burn are monitored and contingency arrangements actioned and communicated accordingly
	2.4 Resources are gathered and personnel are briefed, in accordance with prescribed burn plan and contingency

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		arrangements
	2.5	Burn ignition strategies, including lighting techniques patterns and sequences are implemented, in accordance with organisational procedures and prescribed burn plan
	2.6	Burning is monitored, patrol activities are conducted and operational changes made, as required
	2.7	Contingencies are implemented, in accordance with prescribed burn plan, as required
	2.8	Burn documentation is kept, in accordance with organisational procedures
	2.9	Burn operations are concluded and burn security is implemented, in accordance with organisational procedures
	2.10	Crews are debriefed and resources released from the burn
	2.11	Incidents are reported and investigated, in accordance with organisational procedures
3 Conduct post burn activities	**3.1**	Outcomes of the burn are assessed against burn objectives, in accordance with organisational procedures
	3.2	Variations from the burn plan are reported, in accordance with organisational procedures
	3.3	Restoration and rehabilitation works are identified and carried out, in accordance with organisational procedures
	3.4	Prescribed burn records are submitted, in accordance with the organisational procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

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Non-essential conditions may be found in the Companion Volume Implementation Guide.

prescribed burn plan must include	• approval of plan for the conduct of prescribed burning • map identifying area to be burned • specifications and conditions under which operation is to be conducted
burn objectives must include one or more of the following	• asset protection • biodiversity protection • community protection • habitat management • hazard reduction • management of cultural sites and activities • protection of fire sensitive ecological communities • vegetation management

personnel or organisation must include one or more of the following	• personnel or organisations who
	  • have an interest in adjacent land to which a burn could spread
	  • have an interest in managing the consequences of a burn
	  • have an interest in specific assets
	  • have an interest in the area to be burned
	  • may be concerned by evidence of a burn

resources must include one or more of the following	• contingency resources • crews for control, suppression and ground ignition • equipment and supplies • logistical support • other vehicles • tankers
burn ignition strategies and tactics must include	• contingency arrangements • fire behaviour to be achieved • ignition methods, lighting patterns, sequencing and timing of ignition
lighting techniques must include one or more of the following	• hand held • vehicle mounted propelled incendiaries • wind and waterproof matches
lighting techniques and patterns must include	• contour lighting • echelon • grid • line

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lighting sequence must include one or more of the following	• multi-line
	• spot
	• lighting sequences that considers
	  • fuel arrangement
	  • fuel moisture
	  • slope
	  • time of day
	  • wind direction

monitoring burn must include one or more of the following	• fire shape and spread • flame height • fuel moisture content • predictions • rate of spread • recording • safety considerations • smoke development • weather observation • wind speed and direction
concluding operations and burn security must include one or more of the following	• mitigating hazards for public safety • mopping up and black out • patrolling burn area • reopening roads • transfer of responsibility, as per organisational procedures
outcomes of the burn must include one or more of the following	• achievement of burn objectives • escapes • external impacts • levels of scorch • percentage of area burnt • reporting and storage of burn documentation

Unit Mapping Information

This unit replaces and is equivalent to PUAFIR412 Conduct simple prescribed burns.

Links

PUA Training Package Companion Volume Implementation Guide is found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=3eca5672-6d5a-410b-8942-810d0ba05bbf

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Assessment Requirements for PUAFIR402 Conduct simple prescribed burns

Modification History

Release 1. This is the first release of this unit of competency in the PUA Public Safety Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements, performance criteria and range of conditions on at least one occasion and includes

- applying Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements including hazards, risk mitigation and safety of personnel
- checking burn and crew activities
- completing burn notifications
- concluding burn operations and implementing burn security
- conducting operational briefings and debriefings, safe burns utilising resources and post burn activities including operations and security
- confirming resources, location, construction and suitability of control lines for prescribed burns
- identifying and implementing restoration and rehabilitation activities
- implementing contingency arrangements
- interpreting and implementing simple prescribed burn plans
- interpreting simple prescribed burn plans and objectives, fire behaviour conditions and existing and forecast weather conditions
- monitoring equipment
- planning for contingencies
- preparing for a simple prescribed burn
- recording actions taken
- using fire prediction tools and resources

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements, performance criteria and range of conditions and includes knowledge of

- briefing and debriefing content and processes
- burn notification including verbal and written notification
- characteristics of a simple prescribed burn including completed in one shift, involves

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minimal variation of fuels and terrain, low intensity, low potential impact on assets, low risk and small area
- conclusion of simple prescribed burns including operations and security
- contingency arrangements including command structure, safety considerations such as escape routes and safety zones, actions to take in the event of unexpected fire behaviour changes, resolution of escapes, special resources and secondary control lines, resource requirements, resolution of resource breakdowns, injury on fire line and burn targets not met
- contingency plans
- fire prediction tools
- ground ignition patterns and techniques
- impact of conditions at simple prescribed burns on potential fire behaviour
- legislation, industry standards, codes of practice and regulations
- legislative and organisational authorisations required
- organisational documentation, policies and procedures
- outcomes of simple prescribed burn
- personnel and organisations involved in simple prescribed burn activities
- required permits
- resource requirements
- restoration and rehabilitation
- seasonal restrictions on simple prescribed burns
- simple prescribed burn and securing burn monitoring
- techniques, patterns and sequencing for lighting
- types of property and assets
- types of simple prescribed burns, prescribed burn plans and objectives
- weather conditions including: temperature, relative humidity, weather changes, atmospheric stability, drought index, fire danger index, weather forecasts, actual or anticipated changes in conditions and progress targets not met
- Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) organisational requirements including risk mitigation and safe work practices

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Assessment must occur in workplace operational situations. Where this is not appropriate, assessment must occur in industry approved simulated workplace operational situations that reflect workplace conditions.

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Competency should be demonstrated in a range of actual and/or field based workplace environments with evidence collected from undertaking a simple prescribed burn being required.

Resources for assessment must include access to

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, equipment, tools and personal protective clothing and equipment currently used in industry including
  - fire management and contingency plans
  - lighting and suppression crews
  - lighting and suppression equipment
  - simple prescribed burn plans
- applicable documentation including organisational procedures, industry standards, equipment specifications, regulations, codes of practice and operation manuals.

Links

PUA Training Package Companion Volume Implementation Guide is found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=3eca5672-6d5a-410b-8942-810d0ba05bbf

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PUAFIR406 Develop simple prescribed burn plans

Modification History

Release 1. This is the first release of this unit of competency in the PUA Public Safety Training Package.

Application

This unit of competency involves the skills and knowledge required to develop simple prescribed burn plans for specified burn areas and to prepare the plans to achieve identified objectives.

A prescribed burn is the controlled application of fire under specified environmental conditions to a predetermined area and at the time, intensity and rate of spread required to attain planned resource management objectives. A simple prescribed burn is characterised by low risk, low intensity, small area, low potential impact on assets, completion in one shift and minimal variation of fuel and terrain.

A prescribed burn plan is an approved plan for the conduct of prescribed burning, it includes a map identifying the area to be burned and incorporates the specifications and conditions under which the operation is to be conducted.

The unit is applicable to personnel responsible for the development of simple prescribed burn plans.

The fire sector is those sections of government departments, statutory authorities or organisations that have responsibility under jurisdictional arrangements for the delivery of firefighting and fire management services.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

It is essential that the prerequisite units listed below are obtained prior to the issuance of this unit to individuals within the fire sector or the units contributing to the attainment of a fire qualification.

PUAFIR303 Suppress wildfire

Competency Field

Fire

Unit Sector

Fire

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Identify burn areas and burn objectives	**1.1** Areas requiring simple prescribed burning are identified, in accordance with organisational procedures
	1.2 Burn objectives are identified, in accordance with organisational procedures
	1.3 Target groups are identified and consultation process is undertaken, in accordance with organisational procedures
	1.4 Legislative and regulatory requirements are identified and complied with throughout planning process
2 Prepare prescribed burn plan for simple burn	**2.1** Key features of the burn area are identified including variations in terrain, fuel types and quantities control lines and weather
	2.2 Risks from proposed burn, both on and off site, are assessed and considered in planning process including operational hazards, safety of people, protection of property, assets, environment and ecological risks
	2.3 Results of consultation are factored into the planning process, in accordance with organisational procedures
	2.4 Fire behaviour to meet burn objectives and to account for variations in fuel, terrain and weather is determined
	2.5 Burn ignition strategies and tactics required for fire behaviour, intensity and that are suitable for location are determined, in accordance with organisational procedures
	2.6 Lighting techniques and lighting patterns are identified
	2.7 Hazard and risk mitigation are determined and asset protection works are identified
	2.8 Strategies for mitigating hazards and risks are identified and required preparatory works are identified
	2.9 Strategies and tactics for controlling prescribed burn are identified

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	2.10	Type and quantity of resources required are identified
	2.11	Prescriptions for implementation of burn plan strategies and tactics are documented, in accordance with organisational procedures
	2.12	Contingencies are outlined in the prescribed burn plan
	2.13	Prescribed burn plan is prepared, in accordance with organisational procedures
3 Gain approval of prescribed burn plan	**3.1**	Prescribed burn plan is submitted for approval, in accordance with organisational procedures and legislative requirements
	3.2	Modifications and amendments to prescribed burn plan are made based on feedback received
	3.3	Prescribed burn plan approval is gained

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

simple prescribed burn plan must include	• an approved plan for conduct of simple prescribed burn • map identifying area to be burned • specifications and conditions under which operation is to be conducted
simple prescribed burn objectives must include one or more of the following	• asset protection • biodiversity protection • community protection • habitat management • hazard reduction • management of cultural sites and activities • management of cultural sites and activities • protection of fire sensitive ecological communities

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target consultation groups must include one or more of the following	• vegetation management • adjacent land owners or managers • commercial operations within impact zone • community groups with specific interests • government organisations including local, state and federal • groups or individuals that may be adversely affected • other groups and people within prescribing organisation
lighting techniques must include	• hand held • wind and/or waterproof matches
lighting patterns include one or more of the following	• contour lighting • echelon • grid • line • multi-line • spot
operational hazards must include two or more of the following	• adverse terrain or weather conditions • crew size • falling trees and limbs • hazardous material • high fuel loads • ignition methods • plant • powerlines • road traffic • vegetation type
safety of people must include two or more of the following	• impact of smoke on vulnerable communities near burn area • safety of any people permanently or temporarily in burn area • safety of people involved with burn implementation • safety of people on areas adjacent to burn area
property and assets must include two or more of the following that are near the burn area	• camps or recreational areas • commercial land use such as crops or industry • cultural sites or historical buildings • other property and assets • plantations

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	• research plots and reference areas • stock • urban areas • utilities - power and telephone lines, water supply structures and communications towers

environmental and ecological risks must include	• impact on
	  • native flora and fauna including rare and endangered species
	  • smoke
	  • soil
	  • use of chemical fire suppressants
	  • water quality or supply

resources must include one or more of the following	• crews for ground ignition and suppression • equipment backup • ignition and suppression equipment and supplies • logistical support • other vehicles • tankers

Unit Mapping Information

This unit replaces and is equivalent to PUAFIR413 Develop simple prescribed burn plans.

Links

PUA Training Package Companion Volume Implementation Guide is found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=3eca5672-6d5a-410b-8942-810d0ba05bbf

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Assessment Requirements for PUAFIR406 Develop simple prescribed burn plans

Modification History

Release 1. This is the first release of this unit of competency in the PUA Public Safety Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements, performance criteria and range of conditions on at least one occasion and includes

- applying legislative, regulatory, organisational and permit requirements
- applying Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) organisational requirements including risk mitigation and safe work practices
- assessing fuel types and quantities in burn area
- determining actions to minimise impacts of simple prescribed burn
- developing contingency arrangements
- developing pre-burn work schedule
- gaining simple prescribed burn approval
- identifying and working with resources
- identifying burn areas including developing timelines for planning and conduct of simple prescribed burn, simple prescribed burn objectives, strategies and tactics to meet simple prescribed burn objectives, ignition strategies and lighting techniques and patterns for ignition
- identifying resources
- identifying, assessing and mitigating operational hazards and risks
- identifying, assessing and mitigating risks to people, property and assets, ecological and environmental risks
- implementing legislation and regulations
- interpreting map of area and identifying key features
- predicting anticipated fire behaviour and intensity in burn area
- preparing plans and map for simple prescribed burning
- targeting consultation groups are identified, liaised with and consulted

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements, performance criteria and range of conditions and includes knowledge of

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- accumulated fuels
- characteristics of simple prescribed burns including completed in one shift, involves minimal variation of fuels and terrain, low intensity, low potential impact on assets, low risk and small area
- contingencies
- effects of fire on vegetation, fauna, people, property, assets, ecology and the environment
- fire behaviour for fuel type being prescribed
- fire prediction tools
- ignition strategies and tactics
- legislative, regulatory, organisational and permit requirements for simple prescribed fires
- notification requirements
- organisational documentation, policies and procedures
- planned burn hazards and risks
- resource requirements and capabilities
- simple prescribed burn plans
- simple prescribed burning ignition and suppression strategies
- smoke management
- target groups and community
- traffic management plan requirements
- Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) organisational requirements including risk mitigation and safe work practices

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Assessment must occur in workplace operational situations. Where this is not appropriate, assessment must occur in industry approved simulated workplace operational situations that reflect workplace conditions.

Competency should be demonstrated in a range of actual and/or field based workplace environments.

Resources for assessment must include access to

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, equipment, tools and personal protective clothing and equipment currently used in industry including
  - area requiring application of fire under prescribed conditions

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  - existing management plans and data relevant to area being prescribed
- applicable documentation including organisational procedures, industry standards, equipment specifications, regulations, codes of practice and operation manuals.

Links

PUA Training Package Companion Volume Implementation Guide is found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=3eca5672-6d5a-410b-8942-810d0ba05bbf

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PUAFIR501B Conduct fire investigation and analysis activities

Modification History

Release	TP Version	Comments
2	PUA12 V2	Application of the Unit added Unit revised to reflect current work requirements Method of assessment added
1	PUA00 V8.1	Primary release on TGA

Unit Descriptor

This unit covers the competency required to respond to an incident and to undertake a preliminary fire investigation prior to the arrival of a specialist fire investigator.

No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.

Application of the Unit

This unit applies to personnel required to conduct a fire investigation at a fire or related incident.

This unit is not intended to replace the role of the specialist fire investigator; the role of the specialist fire investigator is encompassed within the PUA60912 Advanced Diploma of Public Safety (Fire Investigation).

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

PUALAW001B Protect and preserve incident scene

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Employability Skills Information

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 required performance needed to demonstrate achievement of the element. Where ***bold italicised*** text is used, further information is detailed in the Range Statement. Assessment of performance is to be consistent with the Evidence Guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Plan fire/incident investigation and analysis activities	1.1 Roles and responsibilities of government and non-government organisations involved at a fire/incident investigation are identified. 1.2 Procedures and ***protocols for the cooperation and coordination of relevant organisations*** involved in the fire/incident investigation are identified, agreed and implemented. 1.3 Strategies required to conduct a fire/incident investigation and analysis are identified and implemented in accordance with organisational procedures. 1.4 Preliminary and background ***sources of information*** concerning the context of the fire/incident investigation is prepared. 1.5 Relevant legislative requirements that impact on the collection and recording of ***evidence*** are identified. 1.6 Evidence and information gathering process at the incident site is planned in accordance with organisational and legislative requirements, environmental conditions and resource availability. 1.7 Required fire investigation equipment and resources for the incident are identified and assembled.
2. Collect, collate and preserve evidence	2.1 ***Methods and techniques of evidence and information collection*** appropriate to the investigation are applied. accordance with legislative requirements 2.2 Various types of evidence and information pertinent

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	to the investigation are recorded and/or collected in accordance with organisational and legislative procedures.
	2.3 Procedures for continuity and ***preservation of evidence*** are followed in accordance with legislative requirements.
	2.4 Appropriate ***packaging*** and identification techniques for the transportation of evidence for the purpose of laboratory testing are followed in accordance with organisational and legislative requirements.
3. Determine origin and cause of fire at incident	3.1 Procedures required to determine the origin and ***cause of fire*** are followed.
	3.2 ***Specialist personnel*** are liaised with to support determination of cause of fire.
	3.3 Assistance is rendered to laboratory personnel and specialist organisations as required, in accordance with organisational procedures.
	3.4 Physical evidence that can lead to the determination of the origin and cause of fire is identified and examined.
	3.5 Preliminary findings are documented and validated in accordance with organisational procedures.
	3.6 Origin and cause of fire are determined.
	3.7 Findings, methodologies, support data and briefing notes are documented in accordance with organisational and legislative procedures.
4. Conduct analysis of incident	4.1 Information relating to incident is gathered in accordance with organisational policies and procedures.
	4.2 Information relating to incident is evaluated in accordance with organisational procedures.
5. Record and report information collected	5.1 Information for a fire/incident investigation is recorded in accordance with the Rules of Evidence and legislative requirements.
	5.2 Information collected for a fire/incident investigation is prepared and documented in a report in accordance with organisational requirements.
	5.3 Report is submitted to supervisor in accordance with organisational requirements.
6. Prepare personnel for proceedings	6.1 Briefings are participated in with counsel as required.
	6.2 Other personnel involved in the proceedings are briefed as required.
	6.3 Additional information and/or clarification of

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	fire/incident investigation procedures/findings are provided as required. 6.4 ***Protocols for giving of evidence*** at a coronial/civil/criminal proceeding are followed.
7. Review and evaluate fire/incident investigation	7.1 Outcomes of proceedings are reviewed to ensure knowledge of investigations, trends and precedents is current. 7.2 Changes to organisational policy and procedures arising from rulings and decisions are formulated and reported. 7.3 Fire/incident cause determination/documentation/ recommendations are forwarded in accordance with organisational procedures.

Required Skills and Knowledge

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

Required Skills

- communicate effectively verbally and in writing
- conduct briefings
- cooperate with other organisations and community groups
- display evidence gathering techniques
- display evidence packaging techniques
- handle dangerous goods and hazardous substances
- record incident and investigation details

Required Knowledge

- collection of physical evidence
- determining point of origin by deductive evidence
- differences between fire conditions
- differing fire behaviour such as flashover, backdraught
- distinguishing between fires that are accidentally, negligently and deliberately or naturally lit
- examination of the fire scene
- factors affecting fire behaviour
- fatality and criminal involvement procedures
- identification of fire scene hazards
- legal implications of evidence collection and legislative requirements
- motives of the fire setter
- security of the scene, scene contamination and preservation
- use of personal protective clothing and equipment

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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 Package.

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

Assessment must confirm the ability to:

- secure the scene and preserve the evidence
- determine the point of origin and cause of fire
- distinguish between fires that are caused deliberately or accidentally, negligently and naturally lit
- collect evidence in accordance with legislative requirements
- record incident and investigation details in accordance with organisational procedures

Consistency in performance

Competency should be demonstrated over time in a range of actual or simulated workplace environments.

Context of and specific resources for assessment

Context of assessment

Competency should be assessed on-the-job or via simulations or exercises.

Specific resources for assessment

Access is required to:

- relevant fire investigation equipment and resources
- real or simulated test fire sites (forest/rural)
- training building with appropriate fire investigation training rooms
- fire crews and pumpers
- thermal detection equipment
- appropriate protective clothing and equipment
- classrooms equipped with computers and appropriate training aids, text and reference materials
- appropriate role play scripts for the appropriate personnel (police, witnesses, barristers, solicitors, forensic scientist, insurance adjustors and investigators).

Method of assessment

In a public safety environment assessment is usually conducted via direct observation in a training

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environment or in the workplace via subject matter supervision and/or mentoring, which is typically recorded in a competency workbook.

Assessment is completed using appropriately qualified assessors who select the most appropriate method of assessment.

Assessment may occur in an operational environment or in an agency-approved simulated work environment. Forms of assessment that are typically used include:

- direct observation
- interviewing the candidate
- journals and workplace documentation
- third party reports from supervisors
- written or oral questions

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.	
Protocols for the cooperation and coordination of relevant organisations may include:	• advising and cooperating with other agencies • canvassing witnesses • collecting and securing physical evidence • collecting, collating and analysing information • conducting examinations • conducting interviews • making sketches and maps • prepairing reports • producing information • taking notes
Sources of information may include:	• correspondence • databases • incidence mapping • internet • inter-organisational activities • intra-organisational activities • journals

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Evidence must include:	• debris • documents • drawings • electrical appliance/equipment • gas appliance/equipment • manifests • maps • personal notes • physical evidence • plans • sketches • soil
and may also include:	• audio tapes • video tapes
Methods and techniques of evidence and information collection must include:	• advising and cooperating with other agencies • canvassing witnesses • collecting and securing physical evidence • collecting, collating and analysing information • conducting examinations • conducting interviews • making sketches and maps • preparing reports • producing information • taking notes
Preservation of evidence must include:	• maintaining chain of evidence • maintaining log of events • tagging secure encasements
Packaging may include:	• glass receptacles • non-leaching bags • non-lined tins • rigid and non-rigid receptacles
Causes of fire must include:	• accidental • chemical • deliberate • electrical origin • environmental or natural occurrences • flammable liquids • gas • gas explosion • lightning • matches and lighters

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	• mechanical defect • motor vehicles • smoking • spontaneous combustion
Specialist personnel may include:	• arson squad • crime scene police • forensic specialist • insurance investigators • laboratory technicians • lawyers • medical examiners • other relevant authorities
Protocols for giving evidence must include:	• court practices • court procedures • pre-court briefings • rules of evidence

Unit Sector(s)

Not applicable.

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PUAFIR506 Conduct complex prescribed burns

Modification History

Release 1. This is the first release of this unit of competency in the PUA Public Safety Training Package.

Application

This unit of competency involves the skills and knowledge required to prepare and conduct complex prescribed burns, in accordance with approved burn plans.

A prescribed burn is the controlled application of fire under specified environmental conditions to a predetermined area and at the time, intensity and rate of spread required to attain planned resource management objectives. An approved prescribed burn plan includes a map identifying the area to be burned and incorporates the specifications and conditions under which the operation is to be conducted.

Complex prescribed burns are characterised by moderate to high risk, a range of fire intensity, being in medium to large areas, having significant potential impact on assets and involving a variety of fuels and terrain. A burn operation may involve a large number of resources requiring the establishment of a formal management and support structure. A prescribed burn may require several separate ignitions (ground and/or aerial) possibly over several days. It may have several high value assets requiring complex protection actions.

The unit applies to personnel responsible for preparing, conducting and evaluating complex prescribed burns on public and private land.

The fire sector is those sections of government departments, statutory authorities or organisations that have responsibility under jurisdictional arrangements for the delivery of firefighting and fire management services.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

It is essential that the prerequisite units listed below are obtained prior to the issuance of this unit to individuals within the fire sector or the units contributing to the attainment of a fire qualification.

PUAFIR303 Suppress wildfire

Competency Field

Fire

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Unit Sector

Fire

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Prepare to burn	**1.1** Complex prescribed burn operations are identified and undertaken, in accordance with approved prescribed burn plan, burn objectives, organisational procedures, and legislative and regulatory requirements
	1.2 Permits are obtained, in accordance with organisational procedures and legislative and regulatory requirements
	1.3 Burn notifications and plans are issued to personnel or organisations, in accordance with prescribed burn plan, organisational procedures and legislative requirements
	1.4 Control lines, including secondary control lines are specified and prepared, in accordance with organisational procedures
	1.5 Prescribed burn plan, operational hazards and risks to safety of people, property, assets, ecology and environment are identified and risk mitigation works completed
	1.6 Forecast weather conditions are monitored, recorded and assessed, in accordance with organisational procedures
	1.7 Fuel conditions are monitored, in accordance with organisational procedures
	1.8 Resource requirements are confirmed with reference to burn plan and anticipated conditions
	1.9 Forecast weather conditions are monitored throughout prescribed complex burn
2 Conduct burn	**2.1** Burn notifications are issued, in accordance with organisational procedures
	2.2 Pre-burn checks are conducted, in accordance with

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		organisational procedures
	2.3	Local weather conditions for day of burn are monitored and contingency arrangements actioned and communicated accordingly
	2.4	Resources are gathered and personnel briefed, in accordance with prescribed burn plan and contingency arrangements
	2.5	Burn ignition strategies and tactics are implemented, in accordance with prescribed burn plan and organisational procedures including lighting techniques for ground and aerial ignition, as relevant to the specific burn, lighting patterns and lighting sequence
	2.6	Burning is monitored, patrol activities are conducted and operational changes made, as required
	2.7	Contingencies are implemented, as required, in accordance with prescribed burn plan
	2.8	Burn documentation is kept, in accordance with organisational procedures
	2.9	Burn operations are concluded and burn security is implemented in accordance with organisational requirements
	2.10	Crews are debriefed and resources released from the burn
	2.11	Incidents are reported and investigated in accordance with organisational procedures
3 Conduct post burn activities	**3.1**	Outcomes of burn are assessed and reported against burn objectives, in accordance with organisational procedures
	3.2	Variations from burn plan are reported, in accordance with organisational procedures
	3.3	Restoration and rehabilitation works are identified and carried out, in accordance with organisational procedures
	3.4	Complex prescribed burn records are submitted, in accordance with organisational procedures

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Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

prescribed burn plan must include	• an approved plan for conduct of prescribed burning • map identifying the area to be burned • specifications and conditions under which operation is to be conducted
burn objectives must include one or more of the following	• asset protection • biodiversity protection • community protection • habitat management • hazard reduction • management of cultural sites and activities • protection of fire sensitive ecological communities • vegetation management
operational hazards must include one or more of the following	• adverse terrain or weather conditions • crew size • falling trees and limbs • hazardous materials • ignition methods • plant • road traffic • vegetation
environmental and ecological risks must include three or more of the following	• impact of smoke • impact of use of any chemical fire suppressants • impact on native flora and fauna, including rare and endangered species • impact on soil • impact on water quality or supply
contingency arrangements must include	• actions to take in the event of unexpected weather • command structure

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	• dealing with escapes • resource breakdowns • resource requirements • safety considerations including escape routes and safety zones • special resources and/or secondary control lines • wind changes

personnel or organisations must include one or more of the following	• personnel or organisations who
	  • have an interest in managing the consequences of a burn
	  • have an interest in preventing health impacts from smoke e.g. nursing homes, health departments
	  • have an interest in specific assets
	  • have an interest in the area to be burned
	  • may be adversely affected by the burn
	  • may be concerned by evidence of a burn
	  • may have adjacent land to which a burn could spread

resource requirements must include one or more of the following	• contingency resources
	• crews for
	  • aircraft ground support
	  • control and suppression
	  • ground ignition
	• equipment and supplies
	• logistical support
	• tankers and other vehicles

burn ignition strategies and tactics must include:	• contingency arrangements • fire behaviour to be achieved • ignition methods, lighting patterns, sequencing and timing of ignition
lighting techniques for ground and aerial ignition must include	• aerial drip torch • aerial incendiaries • hand held of vehicle mounted propelled incendiaries • wind and/or waterproof matches
lighting patterns must include	• contour lighting • echelon • grid • line • multi-line

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lighting sequence must include	• spot • fuel arrangement • fuel moisture • slope • time of day • wind direction
monitoring complex prescribed burn must include	• fire development, shape and spread • flame height • fuel moisture content • predictions • rate of spread • recording • safety considerations • smoke development • weather observations
conclusion and complex prescribed burn security activities must include	• mitigating hazards for public safety • mopping up and blacking out • patrolling burn area • reopening roads • transfer of responsibility procedures
outcomes of the complex prescribed burn must include	• achievement of burn objectives • escapes • external impacts • levels of scorch • percentage of area burnt • reporting and storage of burn documentation
safety of people must include	• all those involved with burn implementation • any in areas adjacent to burn area • any permanently or temporarily in burn area • impact of smoke on vulnerable communities near burn area

Unit Mapping Information

This unit replaces and is equivalent to PUAFIR511 Conduct complex prescribed burns.

Links

PUA Training Package Companion Volume Implementation Guide is found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=3eca5672-6d5a-410b-8942-810d0ba05bbf

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Assessment Requirements for PUAFIR506 Conduct complex prescribed burns

Modification History

Release 1. This is the first release of this unit of competency in the PUA Public Safety Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements, performance criteria and range of conditions on at least one occasion and includes

- applying Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) organisational requirements including risk mitigation and safe work practices
- concluding burn operations and implementing burn security
- conducting operational briefings and debriefings
- conducting post burn activities
- conducting safe complex prescribed burn operations by utilising appropriate resources (ground and air)
- confirming location, construction and suitability of control lines for prescribed burns
- confirming resources required
- evaluating outcomes against objectives
- identifying and protecting assets
- implementing complex prescribed burn plans for designated area
- implementing contingency arrangements
- interpreting and implementing complex prescribed burn plans
- interpreting existing and forecast weather conditions and fire behaviour conditions
- issuing verbal and written burn notifications
- monitoring burn and patrol activities
- preparing to burn
- recording actions taken
- responding to changing conditions
- restoring and rehabilitating sites
- using fire prediction tools
- using monitoring equipment
- utilising lighting techniques and sequencing
- working with ignition patterns and techniques

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Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements, performance criteria and range of conditions and includes knowledge of

- characteristics of complex prescribed burns including involvement of a variety of fuels and terrain, medium to large areas, moderate to high risk, range of fire intensity and significant potential impact on assets
- contingency plans
- evaluation of burn outcomes against objectives
- fire prediction tools and their use
- fuel sampling techniques
- ground and aerial ignition patterns and techniques
- impact of conditions of a complex prescribed burn on potential fire behaviour
- legislation, industry standards, codes of practice and regulations
- legislative, regulatory and organisational authorisations
- organisational documentation, policies and procedures
- permit requirements
- prescribed burns monitoring and securing
- procedures for monitoring, concluding and securing burn
- resource requirements and capabilities
- restoration and rehabilitation activities including site stabilisation and recording and reporting future restoration and rehabilitation requirement
- seasonal restrictions on prescribed complex burns
- smoke modelling and smoke impacts
- techniques, patterns and sequencing for lighting
- traffic management plans
- types of prescribed complex burns
- types of property and assets within or near burn area including urban areas, commercial land use such as crops or industry, any cultural sites or historical buildings, other property and assets, stock, utilities such as power and telephone lines, water supply, structures and communications towers, camps or recreational areas, plantations and research plots and reference areas
- verbal and written burn notifications
- weather conditions including temperature, relative humidity, wind, atmospheric stability, drought index, fire danger index, weather forecasts and actual or anticipated changes in conditions
- weather monitoring techniques
- Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) organisational requirements including risk mitigation and safe work practices

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include

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requirements in the Standards for Registered Training Organisations current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Assessment must occur in workplace operational situations. Where this is not appropriate, assessment must occur in industry approved simulated workplace operational situations that reflect workplace conditions.

Competency should be demonstrated in an operational environment.

Resources for assessment must include access to

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, equipment, tools and personal protective clothing and equipment currently used in industry including
  - an area for proposed complex prescribed burn
  - authorisation to light burn
  - fire management plans
  - lighting and suppression crews
  - lighting equipment
  - prescribed burn plans including plan for proposed assessment burn
- suppression equipment applicable documentation including organisational procedures, industry standards, equipment specifications, regulations, codes of practice and operation manuals.

Links

PUA Training Package Companion Volume Implementation Guide is found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=3eca5672-6d5a-410b-8942-810d0ba05bbf

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PUAFIR509B Implement prevention strategies

Modification History

Release	TP Version	Comments
2	PUA12 V2	Application of the Unit added Performance Criteria amended to make intent clearer but the intent has not changed Method of assessment added
1	PUA00 V8.1	Primary release on TGA

Unit Descriptor

This unit covers the competency required to implement public safety risk prevention strategies which can be used to reduce the risk to the community.

No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.

Application of the Unit

This unit applies to personnel required to work with individuals and community groups to implement public safety risk prevention strategies within their area of responsibility.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

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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 Range Statement. Assessment of performance is to be consistent with the Evidence Guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Provide advice on prevention strategy	***1.1 Public safety risk prevention strategies*** are identified taking into account available information on hazards and environmental conditions. ***1.2 Assessment of public safety risk prevention strategies*** is conducted against ***organisational criteria***. 1.3 Advice is provided to ***local forums*** on public safety risk prevention strategies in accordance with ***organisational policy and procedures***. 1.4 Type of risk, locality, and protection of life, property and the environment are taken into account in advice provided.
2. Implement and monitor prevention strategies	2.1 Risk prevention activity is implemented in accordance with selected strategies. ***2.2 Communication*** and coordination of prevention activities is implemented with ***relevant authorities and other responsible organisations***. 2.3 Progress reports are provided to ***stakeholders*** in line with organisational policies and procedures.
3. Review implementation of prevention strategies	3.1 Stakeholders are advised of the outcome of the implementation in line with organisational policies and procedures. 3.1 Recommendations are ***documented*** and provided to appropriate personnel as proposed amendments to prevention strategies.

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Required Skills and Knowledge

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

Required Skills

- analyse needs
- communicate effectively verbally and in writing
- negotiate
- resolve conflicts

Required Knowledge

- emergency management concepts and principles
- legislative requirements relevant to emergency management
- organisational policies and procedures
- organisational documentation (emergency/disaster management plans, standard operating procedures, policies, procedures and guidelines)
- problem solving and decision making techniques
- relevant legislation, regulations and codes of practice
- source of risk (commercial and legal relationships, economic, human behaviour, individual activities, management activities and controls, natural events, political circumstances, technology/technical issues)
- techniques for the prioritisation and evaluation of public safety risk management systems

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 Package.

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

Assessment must confirm the ability to:

- Effectively implement the selected public safety risk prevention strategy.
- Review the effectiveness of these strategies and provide feedback
- Ensure risk prevention strategies implemented by personnel are consistent with the organisation’s community safety policy and approved arrangements.

Consistency in performance

Competency should be demonstrated over time in a range of actual or simulated workplace environments.

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Context of and specific resources for assessment	**Context of assessment** Competency should be assessed on-the-job or in a simulated workplace environment. **Specific resources for assessment** Access is required to: • complex scenarios sufficient to allow evidence to be gathered from a variety of sources and stakeholders on more than one occasion and over an extended period.
Method of assessment	In a public safety environment assessment is usually conducted via direct observation in a training environment or in the workplace via subject matter supervision and/or mentoring, which is typically recorded in a competency workbook. Assessment is completed using appropriately qualified assessors who select the most appropriate method of assessment. Assessment may occur in an operational environment or in an agency-approved simulated work environment. Forms of assessment that are typically used include: • direct observation • interviewing the candidate • journals and workplace documentation • third party reports from supervisors • written or oral questions

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.	
Public safety risk prevention strategies may include:	• all aspects of comprehensive emergency management evolved from considering prevention/mitigation • building codes • community restoration • critical incident stress management • emergency management planning • financial support

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	• implementing plans • land use management • legislation and regulation • mobilising resources • mutual aid agreements • preparedness • prescribed burning • public education • response and recovery including safety standards • restoration and reconstruction • training and exercises • warning systems
Assessment of public safety risk prevention strategies may include:	• costs and benefits • deficiencies and limitations • determination of advantages • disadvantages
Organisational criteria may include:	• administrative efficiency • compatibility with other strategies • continuity of effects • effects on economy • effects on environment • effects on individual freedom • equity • jurisdictional authority • leverage for further vulnerability-reducing action, cost effectiveness • possibility of vulnerability creation • public and pressure group reaction • timing • vulnerability reduction potential
Local forums may include:	• community groups • local councils • local emergency management committees • schools
Organisational policy and procedures may include:	• legislation relevant to the organisation • legislation relevant to the public safety risk prevention strategies • operational, corporate and strategic plans • operational performance standards • organisational personnel practices and guidelines • organisational quality standards

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	• standard operating procedures
Communication may include:	• electronic transmission of information • letters • meetings • small group or individual verbal communication
Relevant authorities and other responsible organisations may include:	• community service organisations • contractors • equipment suppliers • federal, state/territory and local government authorities • land management agencies • medical organisations • operative and support organisations • other emergency organisations • water, gas and power agencies • welfare and counselling organisations
Stakeholders may include:	• career and volunteer personnel • client groups • community groups • industry groups • members of parliament • members of the public • non-government organisations • public and private sector organisations • staff
Documentation may include:	• emergency procedures • evacuation procedures • organisational and workplace operating procedures and policies • relevant Australian or international disaster/ emergency management documentation • risk and hazard analysis • standard operating procedures • work health and safety procedures

Unit Sector(s)

Not applicable.

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PUAFIR515 Develop complex prescribed burn plans

Modification History

Release 1. This is the first release of this unit of competency in the PUA Public Safety Training Package.

Application

This unit of competency involves the skills and knowledge required to develop complex prescribed burn plans for specified burn areas to achieve identified objectives.

A prescribed burn is the controlled application of fire under specified environmental conditions to a predetermined area at a time, intensity and rate of spread required to attain planned resource management objectives. An approved prescribed burn plan includes a map identifying the area to be burned and incorporates the specifications and conditions under which the operation is to be conducted.

Complex prescribed burns are characterised by moderate to high risk, a range of fire intensity, being in medium to large areas, having significant potential impact on assets and involving a variety of fuels and terrain. The burn operation may involve a large number of resources requiring the establishment of a formal management and support structure. It may require several separate ignitions, ground and/or aerial, possibly over several days and it may include a number of high value assets requiring complex protection actions.

The unit is applicable to personnel responsible for developing complex prescribed burn prescriptions.

The fire sector is those sections of government departments, statutory authorities or organisations that have responsibility under jurisdictional arrangements for the delivery of firefighting and fire management services.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

It is essential that the prerequisite units listed below are obtained prior to the issuance of this unit to individuals within the fire sector or the units contributing to the attainment of a fire qualification.

PUAFIR303 Suppress wildfire

Competency Field

Fire

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Unit Sector

Fire

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Identify burn area and burn objectives	**1.1** Areas requiring complex prescribed burn plans are identified, in accordance with organisational and permit procedures and legislative and regulatory requirements
	1.2 Burn objectives are identified and consultation process is undertaken, in accordance with organisational procedures
	1.3 Target consultation groups are identified, and consultation process is initiated, in accordance with organisational procedures
	1.4 Legislative and regulatory requirements are identified and complied with throughout planning process
2 Prepare prescribed burn plan for a complex burn	**2.1** Key features of burn area are identified including variations in terrain, fuel types and quantities, control lines and weather
	2.2 Risks from the proposed burn, both on and off site, are assessed and considered in planning process including operational hazards, safety of people, protection of property, assets, environmental and ecological risks
	2.3 Results of consultation are factored into the planning process, in accordance with organisational procedures
	2.4 Fire behaviour to meet burn objectives and to account for variations in fuel, terrain and weather is determined
	2.5 Burn ignition strategies and tactics suited to location that provide required fire behaviour and intensity are determined, in accordance with organisational procedures
	2.6 Lighting techniques and patterns for both ground based and aerial ignition for specific burn are identified

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	2.7	Strategies for mitigating hazards and risks are identified and preparatory works are implemented
	2.8	Strategies and tactics for controlling prescribed burn are identified
	2.9	Type and quantity of resources required are identified
	2.10	Conditions for implementation of burn ignition strategies and tactics are specified, in accordance with organisational procedures
	2.11	Prescribed burn plan is prepared, in accordance with organisational procedures
	2.12	Contingencies are outlined in prescribed burn plan
3 Gain prescribed burn plan approval	**3.1**	Prescribed burn plan is submitted for approval, in accordance with legislative and organisational requirements
	3.2	Modifications and amendments to prescribed burn plan are made, based on feedback received
	3.3	Prescribed burn plan approval is gained

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

complex prescribed burn plans must include	• approved plan for conduct of prescribed burning • map identifying area to be burned • specifications and conditions under which operation is to be conducted
burn objectives must include one or more of the following	• asset, biodiversity and community protection • habitat management • hazard reduction

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	• management of cultural sites and activities • protection of fire sensitive ecological communities • vegetation management
target consultation groups must include one or more of the following	• adjacent land owners or managers • commercial operations within impact zone • community groups with specific interests • government organisations including local, state and federal • other groups and people within the prescribing organisation • people that may be affected by burn
burn ignition strategies and tactics must include	• contingency planning • fire behaviour to be achieved • ignition methods, sequencing and timing of ignition
lighting techniques for ground and aerial ignition must include	• aerial drip torch • aerial incendiaries • hand held and vehicle mounted propelled incendiaries • wind and/or waterproof matches
lighting patterns must include one or more of the following	• contour lighting • echelon • grid • line • multi-line • spot
operational hazards must include two or more of the following	• adjoining land use and proximity to urban areas • adverse terrain or weather conditions • crew size • falling trees and limbs • hazardous materials • high fuel loads • ignition method • plant • powerlines • road traffic • vegetation type
safety of people must include two or more of the following	• impact of smoke on vulnerable communities near the burn area • safety of any people permanently or

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	temporarily in burn area • safety of people involved with burn implementation • safety of people on areas adjacent to burn area

property and assets must include two or more of the following	• any of the following that are in or near the burn area
	  • camps or recreational areas
	  • commercial land use such as crops or industry
	  • cultural sites or historical buildings
	  • other property and assets
	  • plantations
	  • research plots and reference areas
	  • stock
	  • urban areas
	  • utilities - power and telephone lines, water supply structures and communications towers

environmental and ecological risks must include	• impact of native flora and fauna including rare and endangered species • impact of smoke • impact of soil • impact of use of chemical fire suppressants • impact on water quality or supply
resources required must include one or more of the following	• aircraft and crews including incendiary operations supervisors and machine operators for aerial ignition • aircraft ground support • control line standards • crews and supervisors for ground ignition, control and patrol work • equipment and supplies including fuel and incendiaries • planning and logistical support • pre-burn work schedule • tankers, other ignition and suppression vehicles, equipment and fuel

Unit Mapping Information

This unit replaces and is equivalent to PUAFIR513 Develop complex prescribed burn plans.

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Links

PUA Training Package Companion Volume Implementation Guide is found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=3eca5672-6d5a-410b-8942-810d0ba05bbf

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Assessment Requirements for PUAFIR515 Develop complex prescribed burn plans

Modification History

Release 1. This is the first release of this unit of competency in the PUA Public Safety Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements, performance criteria and range of conditions on at least one occasion and includes

- applying legislative, regulatory, organisational and permit requirements
- applying Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) organisational requirements including risks mitigation and safe work practices
- assessing characteristics of multiple fuel types, terrain and weather
- consulting with target groups
- developing a pre-burn work schedule
- developing contingency arrangements
- documenting complex prescribed burn plans including objectives
- gaining complex prescribed burn approval
- identifying actions to minimise impacts of complex prescribed burn preparation
- identifying resources
- identifying, assessing and mitigating operational hazards and risks including to people, property, assets, ecology and environment
- identifying, liaising and consulting with target consultation groups
- interpreting maps of area and identifying key features
- predicting fire behaviour and intensity in burn area
- preparing maps for complex burn operational use
- preparing plans for complex prescribed burns including developing lighting techniques and patterns for ground and aerial ignition, tactics involving multiple fuel types, ignition strategies, burn objectives, strategies and tactics to meet objectives and timelines for planning and conduct of burn
- recommending actions and communicating them
- responding to feedback and adjusting plans for approval

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements, performance criteria and range of conditions and includes

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knowledge of

- accumulated fuels
- burn feasibility
- characteristics of a simple prescribed burn including completed in one shift, involves minimal variation of fuels and terrain, low intensity, low potential impact on assets, low risk and small area
- characteristics of complex prescribed burn including medium to large areas, moderate to high risk, range of fire intensity, significant potential impact on assets and variety of fuels and terrain
- complex prescribed burning ignition and suppression strategies including ignition patterns and sequences for ground and aerial
- contingency arrangements including command structure, safety considerations including escape routes and safety zones, actions in event of unexpected weather, resolution to escapes, special resources and/or secondary control lines, additional resource requirements and resolution to resource breakdowns
- control line suitability
- effects of fire on people, property, assets, ecology and environment
- fire prediction tools
- fuel sampling techniques
- legislative, regulatory, organisational and permit requirements
- organisational documentation, policies and procedures including pre-burn procedures
- planned burn hazards and risks
- resource capabilities
- smoke modelling
- traffic management
- Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) organisational requirements including risk mitigation and safe work practices
- written and verbal notification requirements

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Assessment must occur in workplace operational situations. Where this is not appropriate, assessment must occur in industry approved simulated workplace operational situations that reflect workplace conditions.

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Resources for assessment must include access to

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, equipment, tools and personal protective clothing and equipment currently used in industry including
  - area requiring application of fire under prescribed conditions
  - existing management plans and data relevant to area being prescribed
- applicable documentation including organisational procedures, industry standards, equipment specifications, regulations, codes of practice and operation manuals.

Links

PUA Training Package Companion Volume Implementation Guide is found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=3eca5672-6d5a-410b-8942-810d0ba05bbf

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PUALAW001 Protect and preserve incident scene

Modification History

Release 1. This is the first release of this unit of competency in the PUA Public Safety Training Package.

Application

This unit of competency involves the skills and knowledge required to conduct an initial assessment on receipt of a call, when enroute and/or at the incident and to then take action to maintain public safety, preserve scene and record details and information on arrival at the scene of an accident or incident.

The unit is applicable personnel who are the first to arrive at the scene of an accident or incident. It applies to public safety personnel at an incident who need to understand the importance of maintaining the legal integrity of a scene.

The fire sector is those sections of government departments, statutory authorities or organisations that have responsibility under jurisdictional arrangements for the delivery of firefighting and fire management services.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

Fire

Unit Sector

Fire

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Secure and preserve scene	**1.1** Participation in initial assessment when enroute and at

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		the incident is undertaken to identify factors which will impact on public safety and scene preservation
	1.2	Incident and/or accident site is secured to preserve the scene, identify evidence and area of origin and to maintain public safety, in accordance with legislative requirements
2 Record and report details of incident scene	**2.1**	Details of the scene are noted, recorded and reported, in accordance with organisational policies and procedures
	2.2	Witness details and information volunteered is recorded, in accordance with organisational and legislative requirements
	2.3	Information is communicated to relevant personnel, in line with organisation's procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

types of incident scene must include one or more of the following	• aircraft • animal incident • crime scene • explosions • hazardous materials • incident involving death or injury to person or damage to property • industrial/mining accident • marine • natural disaster • search for missing persons or evidence • structure fire • train • urban scene • vehicle accident • vehicle fire

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- wildfire

Unit Mapping Information

This unit replaces and is equivalent to PUALAW001B Protect and preserve incident scene.

Links

PUA Training Package Companion Volume Implementation Guide is found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=3eca5672-6d5a-410b-8942-810d0ba05bbf

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Assessment Requirements for PUALAW001 Protect and preserve incident scene

Modification History

Release 1. This is the first release of this unit of competency in the PUA Public Safety Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements, performance criteria and range of conditions on at least one occasion and includes

- applying questioning skills to gain accurate information
- applying Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) organisational requirements
- communicating information and liaising with all stakeholders
- conducting assessment enroute and at the incident scene
- implementing organisational policies and procedures
- observing scene and surrounding environment
- recording and reporting details of incident scene in accordance with organisational requirements
- securing and preserving scene, evidence and area or origin
- securing scene including removing non-emergency personnel from scene, isolating scene and erecting barriers
- taking notes accurately

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements, performance criteria and range of conditions and includes knowledge of

- factors impacting on public safety and scene preservation including those that could impact on safety of investigators, response team, security and/or preservation of actual site, security and preservation of situational evidence and traffic
- factors that may impact security of scene including topography, climatic conditions, human interference, animal interference, preservation of life/property, structural integrity and availability of personnel
- methods of securing scene
- organisational and legislative requirements
- organisational documentation, policies and procedures
- organisational procedures relative to scene preservation, collecting information and taking

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witness details
- tactical factors affecting quality of investigation including environmental circumstances, chronology of events, access to scene, number of persons at scene, availability of support services and boundaries
- types of incident scenes
- witness details including name, contact details and other details are recorded, in accordance with organisational policies, procedures and legislative requirements
- Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) organisational requirements including risk mitigation

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Assessment must occur in workplace operational situations. Where this is not appropriate, assessment must occur in industry approved simulated workplace operational situations that reflect workplace conditions.

Resources for assessment must include access to

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, equipment, tools and personal protective clothing and equipment currently used in industry
- applicable documentation including organisational procedures, industry standards, equipment specifications, regulations, codes of practice and operation manuals.

Links

PUA Training Package Companion Volume Implementation Guide is found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=3eca5672-6d5a-410b-8942-810d0ba05bbf

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PUALAW001B Protect and preserve incident scene

Modification History

Release	TP version	Comments
2	PUA12 V1	Layout adjusted. Application reviewed.
1	PUA00 V8.1	Primary release on TGA.

Unit Descriptor

This unit covers the competency required, on arrival at the scene of an accident or incident, to conduct initial assessment, take action to maintain public safety and preserve the scene, and note and record details and information.

The unit is particularly applicable in cases where organisation personnel are the first to arrive at the scene of an accident or incident.

Application of the Unit

This unit applies to all public safety workers at an incident who need to understand the importance of maintaining the legal integrity of the scene. It is not a specialist Crime Scene Investigation unit.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

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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 Range Statement. Assessment of performance is to be consistent with the Evidence Guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Secure and preserve scene	1.1 Initial ***assessment*** is participated in to identify ***factors which will impact*** on public safety and scene preservation. 1.2 ***Incident/accident scene*** is effectively secured to ***preserve the scene*** and maintain public safety in line with legislative requirements.
2. Record and report details of incident scene	2.1 ***Details of the scene*** are noted, ***recorded and reported*** according to organisation's policies and procedures. 2.2 ***Witness details*** and information volunteered are recorded in accordance with ***organisational and legislative requirements.*** 2.3 Information is communicated to ***relevant personnel*** in line with organisation's procedures.

Required Skills and Knowledge

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

Required Skills

- listening
- note taking
- observation
- questioning
- reporting

Required Knowledge

- legislative and organisation requirements relating to scene preservation

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- methods of securing scene
- organisation requirements for taking witness details and information
- regulatory requirements for taking witness details and information
- techniques for estimating distance
- techniques for removing public from scene
- types of information which may assist in investigations

Evidence Guide

Critical aspects for assessment and evidence required to demonstrate competency in this unit	Demonstrated ability to effectively secure scene and record and report details in accordance with the organisation's policies and procedures. **Consistency in performance** Evidence should be gathered over a period of time in a range of actual or simulated workplace environments.
Context of and specific resources for assessment	**Context of assessment** Performance at an incident, exercise or simulation is required to demonstrate competence in this unit. Written or verbal questions may be used as supporting evidence. **Specific resources for assessment** No special requirements.

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.

Incident scene may include:

- urban fire
- wild fire
- vehicle fire
- crime scene
- search for missing persons or evidence
- vehicle accident
- natural disaster
- industrial/mining accident
- incident involving death or injury to person or

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	damage to property • urban scene • rural scene • indoor scene • outdoor scene • animal incident • marine • aircraft • train • explosions • hazardous materials
Assessment of scene may be conducted:	• at scene • en route to and from scene
Factors impacting may include:	• public safety risk factors including factors that could impact on the safety of investigators • response team • the security/preservation of the actual site • the security and preservation of situational evidence • traffic • tactical factors affecting the quality of the investigation including environmental circumstances • chronology of events • access to scene • number of persons at scene • availability of support services • boundaries
Persons at scene may include:	• incident scene specialists • forensic experts • potential witnesses • victims • other bystanders • personnel from other organisations • media • coroners • pathologists • medical practitioners • undertakers • forensic accountants • information technology consultants • legal officers • owners and/or occupiers

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Security of scene may be affected by:	• topography • climatic conditions • human interference • animal interference • preservation of life/property • structural integrity • availability of personnel
Securing scene may include:	• removing non-emergency personnel from scene • isolating scene • erecting barriers
Details of scene may include:	• date • time • location • damage • persons present • property involved • possible causes • items of evidence • injuries • status of utilities services such as broken water pipes • animal species present • flora • fauna • size and construction of building • occupancy • insurance details
Witness details may include:	• name • contact details • other details in accordance with organisation's policies and procedures
Relevant personnel may include:	• supervisor • team leader • police • investigating officer • other organisation's personnel
Communication may include:	• verbal • completing standard forms • written
Recording and reporting may include:	• taking notes • completing standard forms • making sketches

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	• taking photographs • taping • electronic videoing
Preserving scene may include:	• preserving evidence and the area of origin
Organisational and legislative requirements may vary between sectors and organisations and may include:	• legislation relevant to the operation/incident/response • legislation relevant to the organisation • operational • corporate and strategic plans • operational procedures • operational performance standards • organisation's personnel practices and guidelines • organisation's quality standards

Unit Sector(s)

Not applicable.

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PUALAW002 Conduct initial investigation at incident scene

Modification History

Release 1. This is the first release of this unit of competency in the PUA Public Safety Training Package.

Application

This unit involves the skills and knowledge required to gather and collate information including obvious and accessible physical evidence from the scene of an incident and identifying potential witnesses. It does not cover the specialist skills required to interpret the evidence gathered or the specialist skills required to gather specific evidence.

The unit applies to non-specialist personnel who have been tasked with the collection of information and evidence that is obvious at an incident scene.

The fire sector is those sections of government departments, statutory authorities or organisations that have responsibility under jurisdictional arrangements for the delivery of firefighting and fire management services.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

Fire

Unit Sector

Fire

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Conduct initial assessment of scene	**1.1** Scene is assessed with regards to Work, Health and Safety (WHS)/Occupational Health and Safety (OHS)

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		and all actions are undertaken, in accordance with organisation policies, procedures, guidelines and duty of care requirements
	1.2	Communication is established with the senior investigating officer and liaison is maintained throughout the investigation
	1.3	Circumstances surrounding the scene are ascertained from visual assessment and reports from other personnel
	1.4	Scene boundary is defined or redefined, as required, to preserve physical evidence for collection
	1.5	Obvious and accessible physical evidence is located and, where appropriate, protected from possible contamination
2 Control integrity of scene	**2.1**	Appropriate arrangements for scene access and egress are established and maintained
	2.2	Non-essential persons are removed from the scene and details are recorded accurately, in accordance with organisation and regulatory procedures
	2.3	Additional resources are identified and accessed to secure incident scene
	2.4	Health and safety needs of personnel and public involved in incident are identified and attended to
3 Examine scene	**3.1**	Appropriate search pattern is instigated, in accordance with organisational procedures, and instructions from senior investigating officer to ensure all evidence is located and preserved
	3.2	Details of the scene are recorded comprehensively and accurately, in accordance with organisational operating procedures
	3.3	Evidence is located, collected, packaged, labelled and stored, in accordance with organisational procedures, to ensure preservation for further post scene examination
	3.4	An accurate log of all evidence is maintained, in accordance with organisational procedures
	3.5	Scenes are assessed for future investigative requirements and appropriate personnel are notified

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4 Identify potential witnesses and initial statements recorded	**4.1** Bystanders are canvassed to identify potential witnesses
	4.2 Details of potential witnesses are recorded, in accordance with organisational procedures
	4.3 Recording practices are used, in accordance with legislative and regulatory requirements and organisational policies and procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

incident scene must include at least two of the following	• accident or incident involving death or injury to person or damage to property • crime scene • industrial or mining accidents and incidents • natural disaster • structural fire • vehicle accident • vehicle fire • wildfire

Unit Mapping Information

This unit replaces and is equivalent to PUALAW002B Conduct initial investigation at incident scene.

Links

PUA Training Package Companion Volume Implementation Guide is found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=3eca5672-6d5a-410b-8942-810d0ba05bbf

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Assessment Requirements for PUALAW002 Conduct initial investigation at incident scene

Modification History

Release 1. This is the first release of this unit of competency in the PUA Public Safety Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements, performance criteria and range of conditions on at least one occasion and includes

- applying Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) organisational requirements
- communicating information and liaising with stakeholders
- conducting initial assessment of scene and identifying and mitigating onsite hazards
- controlling integrity of scene and evidence
- examining scene thoroughly
- gathering physical evidence
- identifying potential witnesses and recording initial statements
- implementing legislative requirements and organisational policies and procedures
- implementing methodical and systematic approach
- making arrangements to protect integrity of evidence
- reassuring bystanders including listening and questioning them
- recording and compiling interviews and statements accurately
- recording and reporting details of incident scene in accordance with organisational requirements
- taking notes accurately
- working with a variety of professionals

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements, performance criteria and range of conditions and includes knowledge of

- additional resources to support initial investigation
- arrangements for protecting integrity of evidence
- circumstance initiating need for specialised investigations
- circumstances surrounding scene including sequence of events, possible causes, people and property involved, victims, suspects and witnesses, damage, injury, organisational personnel,

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other organisations and agencies, status of investigation and action taken to date
- details that may be relevant to the investigation
- factors impacting incident scene including prevailing weather, additional resources to preserve and protect incident scene, environmental circumstances, chronology of events, access to scene, number of persons at scene, availability of support services, boundaries and other organisations and/or agencies
- factors impacting security of an incident scene
- features and use of a variety of specialised equipment
- functions and roles of other professionals and experts
- identification, collection and recording of evidence
- incident scene protection and preservation
- indicators of emotional distress
- methods of evidence collection
- methods of packaging
- organisational documentation policies and procedures
- public safety risk factors including factors at incident scene that could impact on safety of investigators and security or preservation of actual site and security and preservation of situational evidence
- scene access and egress
- types of physical evidence including shoe impressions, tyre prints, skid marks, fingerprints, containers, fibres, flammable and combustible liquids, tool marks, bloodstains, identifying numbers, bodily fluids and burn patterns
- Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) organisational requirements including risk mitigation and duty of care at incident scene

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Assessment must occur in workplace operational situations. Where this is not appropriate, assessment must occur in industry approved simulated workplace operational situations that reflect workplace conditions.

Competency should be assessed either indoors or outdoors in a rural or urban environment.

Resources for assessment must include access to

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, equipment, tools and personal protective clothing and

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equipment used in industry
- applicable documentation including organisational procedures, industry standards, equipment specifications, regulations, codes of practice and operation manuals.

Links

PUA Training Package Companion Volume Implementation Guide is found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=3eca5672-6d5a-410b-8942-810d0ba05bbf

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PUAOPE007B Command agency personnel within a multi-agency emergency response

Modification History

Release	TP version	Comments
3	PUA12 V2.1	Editorial changes.
2	PUA12 V1	Layout adjusted. Application revised.
1	PUA00 V8.1	Primary release on TGA.

Unit Descriptor

This unit covers the competence to command an organisation's personnel within a multi-agency emergency response environment.

Command is the internal direction of the members and resources of an organisation in the performance of the organisation's roles and tasks by agreement or in accordance with relevant legislation. Command operates vertically within an organisation.

Application of the Unit

This unit applies to Public Safety personnel who have a command role within their own organisation and are required to administer that command in a multi-agency response environment. It does not include the requirement to administer command of personnel from other agencies in a multi-agency response.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

PUAOPE021A Control a Level 1 incident

PUAOPE015A Conduct briefings and debriefings (Fire sector specific)

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Employability Skills Information

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 required performance needed to demonstrate achievement of the element. Where ***bold italicised*** text is used, further information is detailed in the Range Statement. Assessment of performance is to be consistent with the Evidence Guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Take command	1.1 Command is exercised in accordance with organisation authority and guidelines. 1.2 The identity, location and contact details of the commander are communicated to internal personnel and to relevant external authorities/organisations/individuals pertinent to the emergency/incident.
2. Establish a command facility	2.1 An appropriate ***command facility*** is established and operated in accordance with organisational guidelines. 2.2 Details of the facility are communicated to internal personnel and to relevant external authorities/organisations/individuals as required.
3. Establish a command structure	3.1 A command structure is established appropriate to the nature and complexity of the task (s) undertaken by the organisation. 3.2 The command structure is expanded, contracted or modified in response to changes within the emergency environment.
4. Establish procedures to permit command to be exercised	4.1 Command structure is communicated to internal personnel and external authorities/individuals whom may have a regulatory interest applicable to the emergency/incident. 4.2 Command ***information management system*** is implemented. 4.3 Communication mechanisms and procedures are

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ELEMENT	PERFORMANCE CRITERIA
	implemented between levels of command in accordance with organisational guidelines.
	4.4 Liaison is established and maintained to meet control and command requirements.
	4.5 A public information system is established in accordance with control plan requirements.
5. Determine operational command plan	5.1 Tasks are received and/or determined in accordance with the control requirements.
	5.2 Operational command plan to implement strategies is developed and modified as required in accordance with organisational guidelines.
	5.3 Appropriate tactics to effectively manage the emergency/incident are identified in accordance with the operational command plan.
6. Manage resources under organisation command	6.1 ***Resources*** are deployed to ensure that the operational command plan is implemented in accordance with organisational guidelines.
	6.2 Human and physical resources are effectively managed to achieve command plan outcomes.
7. Manage operation(s)	7.1 Operations are conducted in accordance with the operational command plan.
	7.2 Significant changes in status and actions taken are reported consistent with organisational policy and procedures.
	7.3 Operations are redirected as required to meet changes in the conditions which affect the emergency/incident situation.
8. Conclude operation(s)	8.1 Physical, human and capital resources are accounted for in accordance with organisational guidelines.
	8.2 ***Debriefing*** requirements are met in accordance with organisational guidelines.
	8.3 Operational documentation is completed to organisation standards.
	8.4 Reports are produced as required.
9. Review operations	9.1 Plans and guidelines are evaluated and reviewed.
	9.2 Effectiveness of command and interaction with control is evaluated and documented.
	9.3 Reports are produced and communicated in accordance with established protocols.

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Required Skills and Knowledge

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

Required Skills

- accessing information and support from the control facility, other organisations' personnel and external authorities
- analyse emergency situations both functionally and strategically
- development of response plans including predicting consequences and identifying improvements
- effective and efficient deployment of human and physical resources including:
  - operative and non-operative personnel
  - materials
  - equipment and consumables
- effective deployment, monitoring and communication of organisation allocated task(s)
- identification and correct use of equipment
- implement response in accordance with organisational procedures and within bounds of authority
- incorporate risk management and contingency processes
- liaise effectively with emergency controller
- operation of work systems and equipment
- processes and procedures
- secure emergency/operations site
- select, prioritise, implement and evaluate appropriate strategies
- strategically react to changes within the emergency environment
- using a range of information technology devices including:
  - computers
  - radio frequency devices
  - electronic data exchange systems etc
- using tools and techniques to solve problems

Required Knowledge

- applications of relevant agreements
- code of practice or other legislative requirements
- emergency site layout
- identification and correct use of equipment
- knowledge of current principles and practices to conduct an activity which exercises elements of public safety management
- organisational command structure
- processes and procedures
- security and confidentiality of material

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Evidence Guide

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

It is essential for this unit that competence be demonstrated in:

- Effective deployment, monitoring and communication of organisation allocated task(s)
- analysis of emergency situations both functionally and strategically
- selection, prioritisation, implementation and evaluation of appropriate strategies
- implementation of response in accordance with organisational procedures and within bounds of authority
- securing emergency/operations site
- strategic reaction to changes within the emergency environment,
- incorporation of risk management and contingency processes
- effective liaison with emergency controller and
- logging and recording all actions and decisions

Consistency in performance

Evidence should be gathered over a period of time in a range of actual or simulated workplace environments.

Context of and specific resources for assessment

Context of assessment

Assessment may occur in an operational environment or in an industry-approved simulated work environment.

Specific resources for assessment

Resources should involve access to or simulation of emergency situations in a multi-organisation response environment. This includes resources relating to: equipment, personnel, facilities etc appropriate to the emergency situation and within the bounds of responsibility as designated within the requirements of control.

Range Statement

The Range Statement relates to the Unit of Competency as a whole. It allows for

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different work environments and situations that may affect performance. ***Bold italicised*** wording in the Performance Criteria is detailed below.

Types of emergencies (imminent or actual) may include:	• natural events • drought • fire (forest • range • urban) • avalanche snow/ice/hail • tsunami • windstorm/tropical storm • hurricane/typhoon • biological • extreme heat/cold • flood/wind driven water • earthquakes/land shifts • volcanic eruption • tornado/cyclone • landslide/mudslide • dust/sand storms • lightning storm • search and rescue • fauna rescues e.g. marine life rescue
Technological/industrial events may include:	• radiological accidents • dam/levee failure • fuel/resource shortages • hazardous material releases • explosions/fire • transportation accidents • building/structure collapse • power/utility failure • extreme air pollution • strikes • business interruption • financial collapse
Civil/political events may include:	• economic • general strike • terrorism • sabotage • hostage situation(s) • civil unrest • eco-terrorism

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Considerations in the determination of the nature, extent and potential of an emergency may include:	• enemy attack • risk to life • risk to property • risk to environment • scope and scale of incident including likely duration of incident • resource availability • potential for changes in situation • topography • weather • speed of onset • hazard agent location • demography
Resources may include:	• human-operations personnel • volunteers • support personnel • local • state/territory and federal governments • physical-equipment • machinery • vehicles • technology devices • communication devices • aviation and marine vessels
Information management system may include:	• data receival • recording • storage and dispatch modes • procedures and protocols • types of technology – electronic data exchange devices • audio and visual recording mechanisms • public/media information dissemination • security and authorisation assignment • recording and documenting of incident
Personnel support activities may include supply of:	• catering • sanitation • shelter • rest/relief counselling services • stress management services
Command facility establishment procedures and principles may include	• proximity to emergency/incident • size and type of structure • special incident requirements

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consideration of:	• communication modes • logistical operations • site access and exit requirements • security requirements • equipment characteristics • support services • amenities • parking • topography • environment • climatic conditions • logistical operations
Communication processes and systems may include:	• designation of appropriate modes and channels of communication • communication responsibilities of personnel • radio communications • inter organisation liaison • data transfer • telecommunications • interpersonal communications
Internal and external personnel and authorities may include:	• operational personnel • emergency organisations • ancillary organisations • higher authorities • public • media • clients • government and semi government authorities and departments • witnesses • victims • occupational health and safety specialists • emergency management specialists • service providers • other analysts and stakeholders
Support services may include:	• emergency agencies • water • gas and power agencies • welfare and counselling organisations • medical organisations • equipment suppliers • contractors

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- community service organisations
- land management agencies
- transport

Debriefing may include:

- critical incident stress debriefing
- performance evaluations
- operational analysis

Agreed reporting mechanisms will involve:

- authorisation
- distribution and development of reports in accordance with regulatory and organisational requirements and may include:
  - media reports
  - ministerial reports
  - coronial reports
  - situation reports-within emergency for external distribution-status reports
  - performance evaluations
  - legal reports
  - final reports
  - briefing papers

Activities controlled include:

- operations
- planning
- logistics
- communications

Sources of information/ documents may include:

- emergency procedures
- standard operating procedures
- maps
- field reports
- relevant Australian or international documentation in disaster/emergency management
- organisational and workplace operating procedures and policies
- client requirements
- communications technology equipment
- oral
- aural or signed communications
- personal and work area work procedures and practices
- evacuation procedures
- occupational health and safety procedures
- applicable state, territory, commonwealth legislation and regulations which relate to:
  - public safety

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    - state of emergency
    - occupational health and safety regulations and legislation
    - Workplace Relations Act(s)
    - workers compensation
    - privacy and confidentiality legislation
    - freedom of information
    - environment protection legislation
  - equal opportunity
  - equal employment opportunity and affirmative action legislation
  - standards and certification requirements
  - quality assurance procedures
  - memorandum of understanding/agreement
  - conventions
  - protocols
  - policies
  - codes of practice

Unit Sector(s)

Not applicable.

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PUAOPE013 Operate communications systems and equipment

Modification History

Release 1. This is the first release of this unit of competency in the Public Safety Training Package.

Application

This unit of competency involves the skills and knowledge required to transmit and receive communications in routine and operational situations using the organisation's communications systems and equipment.

The unit is applicable to personnel who are required to operate an organisation's communications systems and equipment in support of the tasks they are undertaking. This may occur either in the field or from a facility.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

Operations

Unit Sector

Public Safety

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Use communications systems and equipment	**1.1** Communications equipment and techniques, including verbal transmissions and voice procedures, are selected to best meet the task, context and needs of the situation
	1.2 Equipment is operated safely to support communications

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		consistent with organisational policies and procedures
	1.3	Communications system is correctly utilised to facilitate transmission and reception
2 Transmit and receive communications	**2.1**	Information is transmitted concisely and clearly to facilitate accurate reception of the message, in accordance with organisational policies and procedures
	2.2	Contact is acknowledged, communication is confirmed, and action is initiated
	2.3	Communication faults and deficiencies are reported, in accordance with organisational policies and procedures
	2.4	Alternative communications strategies are employed, in accordance with organisational procedures, to address identified faults and deficiencies in communication
	2.5	Communication is processed and recorded, in accordance with organisational policies and procedures
3 Maintain communications equipment	**3.1**	Communications equipment is inspected to ensure operational readiness
	3.2	Fault finding techniques are applied and basic maintenance is conducted, in accordance with organisational policies and procedures
	3.3	Faulty equipment is identified and noted for repair and documentation is completed, in accordance with organisational procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

organisation's communications equipment must include	• radio • telephone

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Unit Mapping Information

This unit replaces and is equivalent to PUAOPE013A Operate communications systems and equipment.

Links

PUA Training Package Companion Volume Implementation Guide is found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=3eca5672-6d5a-410b-8942-810d0ba05bbf

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Assessment Requirements for PUAOPE013 Operate communications systems and equipment

Modification History

Release 1. This is the first release of this unit of competency in the Public Safety Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements, performance criteria and range of conditions on at least one occasion and includes

- applying Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements
- following organisational protocols, policies and procedures
- maintaining communications equipment
- making verbal transmissions
- operating a range of different communications equipment
- reporting communication faults and deficiencies
- transmitting and receiving communications using the organisation's communications systems and equipment
- using communications systems and equipment under non-operational and operational conditions
- using verbal communication procedures
- using voice techniques

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements, performance criteria and range of conditions and includes knowledge of

- organisational documentation, policies and procedures
- range of communications equipment available
- types of and use of communications systems including organisational networks and hardware
- verbal transmission procedures
- voice techniques
- Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements including risk mitigation

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Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Assessment must occur in workplace operational situations. Where this is not appropriate, assessment must occur in industry approved simulated workplace operational situations that reflect workplace conditions.

Resources for assessment must include access to

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, equipment, tools and personal protective clothing and equipment currently used in industry including
  - communications systems and equipment
- applicable documentation including organisational procedures, industry standards, equipment specifications, regulations, codes of practice and operation manuals.

Links

PUA Training Package Companion Volume Implementation Guide is found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=3eca5672-6d5a-410b-8942-810d0ba05bbf

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PUAOPE016A Manage a multi-team sector

Modification History

Release	TP version	Comments
3	PUA12 V2.1	Editorial changes.
2	PUA12 V1	Layout adjusted. Fire specific prerequisites removed.
1	PUA00 V8.1	Primary release on TGA.

Unit Descriptor

This unit covers the competency required to manage a multi-team response to incidents which may be time critical and/or potentially threatening to life, property or the environment.

No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.

Application of the Unit

This unit typically applies to Sector/Division Commanders and Level 1 Operations Officer who are responsible for:

- implementing their portion of the Incident Action Plan (IAP)
- allocating resources within their sector
- reporting on incident situation, the progress of operations, emerging risks and the status of resources within the sector
- maintaining situational awareness

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

PUAFIR302B Suppress urban fire (Fire sector specific)

OR

PUAFIR303B Suppress wildfire (Fire sector specific)

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Employability Skills Information

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 required performance needed to demonstrate achievement of the element. Where ***bold italicised*** text is used, further information is detailed in the Range Statement. Assessment of performance is to be consistent with the Evidence Guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Conduct an assessment of the incident	1.1 Initial briefing is obtained 1.2 ***Risk assessment*** of all factors relevant to the sector is conducted 1.3 ***Resources*** required to deal with the ***incident*** are identified 1.4 ***Constraints*** which may impede the response are identified 1.5 ***Initial response options*** are identified and assessed
2. Take command of the sector	2.1 Command of all sector personnel is assumed and maintained in accordance with ***organisational policies and procedures*** 2.2 ***Communications systems*** are used in accordance with organisational policies and procedures 2.3 Reporting processes are activated in accordance with organisational policies and procedures to provide continuous monitoring and evaluation of incident
3. Implement operations portion of the IAP	3.1 ***IAP*** is communicated to teams in accordance with organisational guidelines 3.2 Resources are deployed to ensure operations portion of the IAP is implemented in accordance with organisational guidelines 3.3 Operations are conducted and ***monitored*** in accordance with IAP

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ELEMENT	PERFORMANCE CRITERIA
	3.4 Operational reports are issued in accordance with organisational policies and procedures
	3.5 Operations are modified as required by the situation
4. Manage and monitor sector operations	4.1 Sector is managed is accordance with agency workplace policies
	4.2 Safe work practices, health and welfare arrangements are implemented and monitored
	4.3 Strategies are implemented and tactics are determined in accordance with IAP
	4.4 Team leaders are briefed and tasked in accordance with the IAP
	4.5 Specific tasks are reviewed and modified as required
	4.6 Regular exchange of information is maintained with Operations Officer on incident situation, progress, achievement of incident, objectives and emerging risks
	4.7 All unexpected situations that require a quick and decisive response are recognised and responded to in accordance with operational requirements and procedures
	4.8 Reports are provided to Operations Officer on required modification to the IAP, additional resources required, surplus resources and hazards present
	4.9 Need for additional resources and logistical support is identified and communicated to Operations Officer
	4.10 Activities are coordinated with adjacent sectors
5. Manage post incident operations	5.1 Resources are accounted for and demobilised in accordance with organisational policies and procedures
	5.2 Post operational ***documentation*** is completed to organisational requirements
	5.3 Sector debrief is conducted in accordance with organisational guidelines
	5.4 Recommendations are made for changes in policies and procedures

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Required Skills and Knowledge

Required Skills:

- access information and support from the control facility
- brief and debrief personnel
- develop and maintain incident situational awareness
- effectively and efficiently deploy human and physical resources
- identify and correctly use equipment
- lead teams
- make decisions, negotiate and resolve conflict
- manage resources

Required Knowledge:

- agency procedures for managing operations
- Australasian Inter-service Incident Management System (AIIMS) structure
- codes of practice and legislation
- emergency site layout
- equipment and personnel capabilities for incident type
- focus of operation of work systems and equipment
- IAP (objectives, strategies and tactics) and development of appropriate tactics
- industrial awards and agreements, and agency personnel practices and guidelines
- organisational command structure
- post operational procedures
- processes for implementing, monitoring, amending and reviewing tactics
- reporting and recording requirements

Evidence Guide

Critical aspects for assessment and evidence required to demonstrate competency in this unit	Assessment must confirm the ability to: • assess effectiveness of strategies and tactics on sector • implement relevant part of the IAP for the sector • adapt tactics, where required • provide reports to operational supervisor. • Consistency in performance • Competency should be demonstrated over time in a range of actual or simulated workplace environments.
Context of and specific resources for assessment	Context of assessment Competency should be assessed in an operational environment or in an industry-approved simulated workplace environment.

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	Specific resources for assessment Access is required to: • emergency situations or simulation of emergency situations, in a multi-team response environment • equipment, personnel, facilities etc. appropriate to the emergency situation and within the bounds of responsibility as designated within the requirements of control.
Method of assessment	In a public safety environment assessment is usually conducted via direct observation in a training environment or in the workplace via subject matter supervision and/or mentoring, which is typically recorded in a competency workbook. Assessment is completed using appropriately qualified assessors who select the most appropriate method of assessment. Assessment may occur in an operational environment or in an industry-approved simulated work environment. Forms of assessment that are typically used include: • direct observation • interviewing the candidate • journals and workplace documentation • third party reports from supervisors • written or oral questions.

Range Statement

Risk assessment may include:	• Adequacy of allocated equipment • Capability of assigned personnel • Forecasts • Hazards • Information gathered from existing plans/databases • Meteorological profiles • Property and environment • Risk to life • Type of incident
Resources may include:	• Aircraft • Amenities • Communication devices • Equipment characteristics

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	• Human:
	  • operations personnel
	  • specialised personnel such as aviation authorities
	  • support personnel/services
	  • volunteers
	• Local, federal and state/territory governments
	• Parking
	• Physical:
	  • aircraft
	  • equipment
	  • machinery
	  • material
	  • safety equipment
	  • vehicles
	• Technology devices

Incidents may include:	• Life threatening situations
	• Protection of property and the environment
	• Risks to life and property such as:
	  • biological agents
	  • fauna rescue
	  • fire
	  • flood
	  • hazardous materials
	  • landslip
	  • severe storm

Constraints may include:	• Aboriginal and Torres Strait Islander sacred sites • Constraints on road closure • Existing emergency management plans • Financial • Hazardous areas • Legislative • Military areas • Other areas requiring permission and/or authorisation to enter • Other areas of environmental and cultural significance • Prevailing weather • Redirection of water course • Resources • Restrictions on duration of work or the conditions under which personnel may be employed

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	• Seasonal factors • Time • Wilderness areas
Initial response options will be determined by:	• Availability of resources and estimated outcome • Legislative requirements • Organisational guidelines • Regulatory authorities
Organisational policies and procedures may include:	• Civil Aviation Orders • Corporate and strategic plans • Legislation relevant to the operation/incident/response • Legislation relevant to the organisation • Operational performance standards • Operational procedures • Organisational performance standards • Organisational personnel practices and guidelines • Organisational quality standards • Organisation's approach to environmental management and sustainability • Procedures/action • Search and rescue time procedures and action
Communications systems may include:	• Computer • Facsimile • Mobile data terminal • Pager • Radio • Satellite • Signage • Signalling • Telephone • Warnings
IAP may include:	• Area or region • Aims and objectives of the response/incident/operation • Consideration or aircraft type • Contingencies and alternatives • Coverage of one or more places • Document (formal or informal) • Flight plans • Limitations • Monitoring and evaluative procedures • Part of an overall plan

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	• Performance and suitability • Possible strategies to achieve objectives • Possible tactics to implement strategies • Pre-plans • Reporting requirements • Resources required including their availability
Monitoring of operations may include:	• Progress against plan • Utilisation of resources and potential of incident • Welfare of personnel
Documentation may include:	• Assessment of safety procedures utilised • Completion of logs • Financial statements • Input to debriefs • Journal records • Post-operational report • Situational reports

Unit Sector(s)

Not applicable.

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PUATEA001 Work in a team

Modification History

Release 1. This is the first release of this unit of competency in the Public Safety Training Package.

Application

This unit of competency involves the skills and knowledge required to work with others whilst making a positive contribution to the effectiveness and efficiency of a team in a work environment, when under direct supervision. Limited responsibility towards others is required.

The unit applies to personnel working in public safety and is particularly pertinent to new staff in assisting with integration into the team culture of the organisation.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable

Competency Field

Team work

Unit Sector

Not applicable

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Contribute to team activities	**1.1** Roles and responsibilities of team members are recognised
	1.2 Contribution is made to identifying team goals and objectives

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	1.3	Work activities are completed to required standards and within stated timeframes, in accordance with organisational policies and procedures
	1.4	Assistance in the completion of tasks is requested from other team members
	1.5	Team members are assisted to ensure efficient and safe completion of tasks, in accordance with organisational policies and procedures
	1.6	Participation by team members is encouraged and acknowledged
	1.7	Changes in allocated roles and responsibilities are implemented, in accordance with organisational procedures
	1.8	Team meetings are attended regularly, punctually and are contributed to, in accordance with organisational procedures
2 Share knowledge and information	**2.1**	Information related to work is communicated with team members to enable efficient completion of tasks, in accordance with the organisational policies and procedures
	2.2	Knowledge and skills are shared between team members
3 Give and receive support to or from team members	**3.1**	Feedback or assistance is given to other team members in an appropriate and timely manner
	3.2	Team members are supported in achieving organisational goals
	3.3	Feedback from other team members is acted upon, in accordance with organisational procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

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Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to PUATEA001B Work in a team.

Links

PUA Training Package Companion Volume Implementation Guide is found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=3eca5672-6d5a-410b-8942-810d0ba05bbf

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Assessment Requirements for PUATEA001 Work in a team

Modification History

Release 1. This is the first release of this unit of competency in the Public Safety Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements and performance criteria on at least one occasion and includes

- applying Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements
- attending and working in a variety of team situations
- completing organisational documentation
- contributing to organisational goals and team activities, team meetings and the achievement of tasks consistent with goals
- displaying interpersonal skills and encouraging team members
- following instructions
- following organisational policies and procedures
- giving and receiving support to and from team members
- identifying work conditions and types of activities to be undertaken
- listening and using a variety of communication skills
- providing appropriate suggestions, feedback and information to team members
- reporting information
- requesting assistance from appropriate personnel
- sharing knowledge and information

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements and performance criteria and includes knowledge of

- composition of teams including roles and responsibilities of members
- nonoperational and operational communication processes
- organisational documentation, policies and procedures
- organisational goals and activities
- potential work task conditions
- techniques for assisting and supporting others
- techniques for giving and receiving feedback in a constructive manner
- Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements including risk mitigation

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Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, equipment, tools and personal protective clothing and equipment currently used in industry
- applicable documentation including organisational procedures, industry standards, equipment specifications, regulations, codes of practice and operational manuals.

Links

PUA Training Package Companion Volume Implementation Guide is found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=3eca5672-6d5a-410b-8942-810d0ba05bbf

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PUATEA001B Work in a team

Modification History

Release	TP version	Comments
2	PUA12 V1	Layout adjusted. Application revised.
1	PUA00 V8.1	First release in TGA.

Unit Descriptor

This unit covers competency in working with others and making a positive contribution to the effectiveness and efficiency of a team in a work environment when predominantly under direct supervision. Limited responsibility towards others is required.

Application of the Unit

This unit applies to all workers working in the Public Safety industry, but is particularly relevant to new workers in assisting integration with the organisational team culture of the agency.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a Unit	Performance Criteria describe the required performance needed to demonstrate achievement of the element.

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of Competency.	Where ***bold italicised*** text is used, further information is detailed in the Range Statement. Assessment of performance is to be consistent with the Evidence Guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Contribute to team activities	1.1 Roles and responsibilities of team members are recognised. 1.2 Contribution is made to identifying team goals and objectives. 1.3 ***Activities*** are completed to required standard within timeframe and in accordance with ***organisation's policies and procedures.*** 1.4 ***Assistance*** in the completion of tasks is requested from other team members where appropriate. 1.5 Team members are assisted to ensure efficient and safe completion of tasks in accordance with organisation's policies and procedures. 1.6 Participation by team members is encouraged and acknowledged. 1.7 Changes in allocated role and responsibilities are implemented. 1.8 Team meetings are attended regularly and punctually.
2. Share knowledge and information	2.1 Information relevant to work is communicated effectively with team members to enable efficient completion of tasks in accordance with the organisation's policies and procedures. 2.2 Knowledge and skills are shared between team members.
3. Give and receive support to/from team members	3.1 ***Feedback***/assistance is given to other team members in an appropriate manner. 3.2 Team members are supported in achieving workplace goals. 3.3 Feedback from other team members is acted upon appropriately.

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Required Skills and Knowledge

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

Required Skills

- encouraging others/team members
- following instructions
- interpersonal skills
- listening and using a variety of communication skills
- providing suggestions and information
- reporting information

Required Knowledge

- composition of workplace teams and roles and responsibilities of team members
- non operational and operational communication processes
- techniques for giving and receiving feedback in a constructive manner
- techniques for supporting others

Evidence Guide

Critical aspects for assessment and evidence required to demonstrate competency in this unit	It is essential for this unit that competence be demonstrated in the effective communication and contribution to the achievement of tasks consistent with agreed goals. **Consistency in performance** Evidence will need to be gathered over time in a variety of team situations including regular work group and occasional or one-off work group.
Context of and specific resources for assessment	**Context of assessment** On the job or in a simulated workplace environment. **Specific resources for assessment** No special requirements.

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.

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Teams comprise	• two or more people working towards a shared purpose
Appropriate situation to request assistance may include:	• difficulty meeting timelines • to comply with occupational health and safety requirements • unsure of best method to complete task • to maximise efficiency
Assisting other team members may include:	• own tasks completed • to comply with occupational health and safety requirements • assistance requested • actions of others do not comply with requirements • other team member appears to be having difficulty completing task
Contribute to workplace goals may include:	• completion of task • achievement of new competencies • development of new skills • attainment of new knowledge • personal development
Activities may include:	• working with other members of a team in a work environment or responding in a combat or support role to natural emergencies technological/industrial emergencies • civil/political emergencies and non emergency operations including community events • public relations – activities • sporting events • parades • festivals
Conditions under which this competency may be required include	• hazardous conditions eg adverse weather • after dark operations • difficult terrain • time pressure • varying time frames from immediate/short term to long term response operations • varying access to equipment/resources necessitating the use of improvised techniques • single or multi organisation responses • dealing with human behaviours that result from emergency situations • non-emergency operations and events eg training and community education
Appropriate feedback on	• acknowledging initiative

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performance may include:	• aptitude • ideas • performance and assistance • providing constructive criticism
Organisation's policy and procedures may vary between sectors and organisations and may include:	• legislation relevant to the operation/incident/response • legislation relevant to the organisation • operational • corporate and strategic plans • operational procedures • operational performance standards • organisation's personnel practices • policy and procedures • organisation's quality standards • organisation's approach to environmental management and sustainability
Communication processes may include:	• established organisation's procedures for recording and reporting • the use of logs • notebooks • pagers • radios and telephones • team members may be geographically dispersed and require communication systems and technology to remain in contact

Unit Sector(s)

Not applicable.

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PUATEA002 Work autonomously

Modification History

Release 1. This is the first release of this unit of competency in the Public Safety Training Package.

Application

This unit of competency involves the skills and knowledge required to work as a member of a team, or as an individual for periods of time without direct supervision, and to mentor and coach either in an operational or nonoperational environment.

The unit applies to personnel working in public safety but is particularly pertinent to new staff seeking to understand and apply organisational expectations and limits with regards to decision making.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

The fire sector is those sections of government departments, statutory authorities or organisations that have responsibility under jurisdictional arrangements for the delivery of firefighting and fire management services.

It is essential that the prerequisite units listed below are obtained prior to the issuance of this unit to individuals within the fire sector or the units contributing to the attainment of a fire qualification.

PUATEA001 Work in a team

Competency Field

Team work

Unit Sector

Not applicable

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential	Performance criteria describe the performance needed to

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outcomes.	demonstrate achievement of the element.
1 Undertake work activities	**1.1** Work requirements are identified, and activities are undertaken, in accordance with organisational procedures
	1.2 Instructions and directions are identified and implemented
	1.3 Communication is maintained with team leader or supervisor advising of progress of task activity
	1.4 Personal safety and the safety of others is maintained, in accordance with organisational procedures
	1.5 Legal requirements and/or the ramifications of work activities are communicated to the team leader or supervisor
	1.6 Work area is determined or selected, in accordance with organisational procedures
	1.7 Equipment is operated, in accordance with manufacturers' specifications
	1.8 Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) and organisational policies and procedures are applied
2 Accept responsibilities	**2.1** Responsibilities are accepted, in accordance with organisational policies and procedures
	2.2 Team leader is appraised of the outcome of work task activity
	2.3 Any activity that exceeds the scope of the defined task is referred to the team leader or supervisor
3 Set performance requirements	**3.1** Performance requirements are based on organisational objectives and goals and agreed to with the team leader or supervisor
	3.2 Performance requirements are reviewed with the team leader or supervisor
4 Maintain team performance	**4.1** Individual performance is monitored against organisational performance requirements and appropriate action is taken to maintain performance, as required

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	4.2	Performance of others is monitored, in accordance with organisational procedures and appropriate action is taken through coaching and mentoring to ensure team objectives and goals are met
	4.3	Feedback and constructive advice is provided to the supervisor or team leader
	4.4	Issues which cannot be rectified or addressed are referred to the supervisor or team leader for action, in accordance with organisational policies and procedures
	4.5	Supervisor or team leader is advised of any changes in work priorities or tasks
	4.6	Documentation relevant to team and individual performance is completed, in accordance with organisational procedures
5 Act as a team leader	**5.1**	Responsibility for the performance of the team is accepted
	5.2	Work goals are set, tasks are identified and are presented to team members
	5.3	Instructions and directions are communicated to team members clearly and unambiguously
	5.4	Team members' concerns and queries are recognised, discussed and dealt with
	5.5	Legal requirements or ramifications of work activities are communicated to team members
	5.6	Duties, rosters and responsibilities are allocated to team members having regard to the competency required to undertake assignments or tasks, in accordance with organisational policies and procedures
	5.7	Feedback on own performance is sought
	5.8	Level of authority is recognised and adhered to when acting as a team leader
	5.9	Operational debriefing is conducted, in accordance with the organisational procedures

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Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to PUATEA002B Work autonomously.

Links

PUA Training Package Companion Volume Implementation Guide is found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=3eca5672-6d5a-410b-8942-810d0ba05bbf

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Assessment Requirements for PUATEA002 Work autonomously

Modification History

Release 1. This is the first release of this unit of competency in the Public Safety Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements and performance criteria on at least one occasion and includes

- accepting work task or activity responsibilities
- applying Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements
- assessing the impact of legal requirements on activities
- carrying out team leader responsibilities including coaching and mentoring team members
- communicating performance expectations including providing feedback
- completing a range of organisational documentation
- conducting debriefings
- conveying work activity or task instructions and directions
- encouraging and monitoring team members' performance
- following organisational policies and procedures
- identifying and undertaking work activities
- identifying conditions and working area impacts
- implementing team building activities
- maintaining team performance
- offering informal performance counselling
- performing operational and nonoperational activities
- representing and reporting issues to management
- scoping of allocated tasks
- setting goals, identifying tasks, allocating duties, rosters and responsibilities
- setting performance requirements

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements and performance criteria and includes knowledge of

- impact of performance issues
- legal requirements and ramifications of team activities
- methods of setting performance expectations and monitoring performance
- organisational documentation, policies and procedures

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- possible work areas and conditions
- requirements for documenting team performance and work activities or tasks
- scope of operational and nonoperational activities
- team dynamics
- team members' duties and responsibilities including team leader responsibilities
- Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements including personal safety, safety of others, duty of care responsibilities and risk mitigation

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Assessment must occur in workplace operational situations. Where this is not appropriate, assessment must occur in industry approved simulated workplace operational situations that reflect workplace conditions.

Resources for assessment must include access to

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, equipment, tools and personal protective clothing and equipment currently used in industry
- applicable documentation including organisational procedures, industry standards, equipment specifications, regulations, codes of practice and operational manuals.

Links

PUA Training Package Companion Volume Implementation Guide is found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=3eca5672-6d5a-410b-8942-810d0ba05bbf

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PUAWHS002 Maintain safety at an incident scene

Modification History

Release 1. This is the first release of this unit of competency in the Public Safety Training Package.

Application

This unit of competency involves the skills and knowledge required to recognise potential health and safety risks and to then act to eliminate or control those risks at incident scenes and to prevent injury to self, other personnel or members of the public.

The unit is applicable to public safety personnel attending an incident scene and links to the individual's duty of care responsibility to maintain personal safety and to be aware of how actions affect the safety of others including team members, other agency/organisational personnel and the public.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

The fire sector is those sections of government departments, statutory authorities or organisations that have responsibility under jurisdictional arrangements for the delivery of firefighting and fire management services.

It is essential that the prerequisite units listed below are obtained prior to the issuance of this unit to individuals within the fire sector or the units contributing to the attainment of a fire qualification.

PUAFIR210 Prevent injury

Competency Field

Work, Health and Safety

Unit Sector

Public Safety

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential	Performance criteria describe the performance needed to

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outcomes.	demonstrate achievement of the element.
1 Determine hazards at incident site	**1.1** Site hazards affecting the safety of self or other personnel are identified, risks are assessed and are communicated with others at the scene
	1.2 Operational safety procedures are implemented, in accordance with organisational policies and procedures
	1.3 Duties are undertaken, in accordance with Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements
2 Implement hazard controls at incident scene	**2.1** Hazards are identified, and mitigation procedures are selected, in accordance with organisational procedures
	2.2 Control measures are applied, reported and recorded, in accordance with organisational policies and procedures
	2.3 Changes in incident situation or conditions are reported immediately to designated personnel
	2.4 Hazard controls are monitored and communicated to relevant personnel to ensure continuing effectiveness
	2.5 Hazard control and risk mitigation measures are implemented with minimum damage to the environment, whilst maintaining safety of self and others
	2.6 Incident and/or accident scene is secured to preserve the scene and maintain public safety, in accordance with organisational policies and procedures
3 Maintain personal safety	**3.1** Personal protective clothing and equipment is selected and checked, in accordance with organisational procedures, to ensure it is operational prior to entry into incident situation
	3.2 Personal protective clothing and equipment appropriate to dealing with the hazard is worn and used, in accordance with organisational procedures and manufacturers' guidelines
	3.3 Water and food intake, rest breaks and shelter requirements are maintained
	3.4 Survival techniques and/or strategies are implemented, in accordance with organisational policies, procedures

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		and guidelines
4 Contribute to maintaining safety of other group members	**4.1**	Impact of own or others' actions on safety is considered and modified, as required
	4.2	Contact is maintained with group members, in accordance with organisational procedures
	4.3	Signals are correctly used, interpreted, confirmed and acted upon

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to PUAOHS002B Maintain safety at an incident scene.

Links

PUA Training Package Companion Volume Implementation Guide is found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=3eca5672-6d5a-410b-8942-810d0ba05bbf

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Assessment Requirements for PUAWHS002 Maintain safety at an incident scene

Modification History

Release 1. This is the first release of this unit of competency in the Public Safety Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements and performance criteria on at least one occasion and includes

- applying Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements
- communicating using non-verbal and verbal techniques
- determining hazards and assessing risks at incident site
- following organisational policies and procedures
- implementing hazard controls at incident scene
- maintaining safety at an incident scene including personal safety and contributing to the safety of other group members
- recording information, updating records and completing documentation
- using communication equipment
- using personal protective clothing and equipment
- working with others in a team

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements and performance criteria and includes knowledge of

- awareness of incident hazards and hazard control equipment
- commonly encountered hazards and safety precautions to prevent injury
- concept of risk
- duty of care responsibilities and obligations
- factors that may affect safety at an incident which must require monitoring
- legislation and regulations
- means of relaying warnings to other personnel
- methods of hazard control
- organisational documentation, policies and procedures
- personal protective clothing and equipment
- requirements for reporting
- roles and responsibilities at an incident scene

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- safety procedures and hazard equipment to prevent injury
- survival techniques and strategies at an incident
- work environments including incidents and response situations
- Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements including risk mitigation

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Assessment must occur in workplace operational situations. Where this is not appropriate, assessment must occur in industry approved simulated workplace operational situations that reflect workplace conditions.

Resources for assessment must include access to

- a range of relevant exercises, case studies and/or simulations
  - that demonstrate competency in maintaining personal safety and the safety of others
- relevant and appropriate materials, equipment, tools and personal protective clothing and equipment currently used in industry
- applicable documentation including organisational procedures, industry standards, equipment specifications, regulations, codes of practice and operation manuals.

Links

PUA Training Package Companion Volume Implementation Guide is found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=3eca5672-6d5a-410b-8942-810d0ba05bbf

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RIIHAN308F Load and unload plant

Modification History

Release	Comments
Release 1	This version first released with RII Resources and Infrastructure Industry Training Package Version 3.0.

Application

This unit describes the skills and knowledge required to load and unload plant.

This unit applies to those working in site-based roles.

Prior to performing this activity, skills and knowledge should be developed for the individual plant. This can be achieved through completing the equivalent operator unit or being assisted by someone who has this knowledge. Refer to the Implementation Guide for further details.

Licensing, legislative, regulatory and certification requirements that apply to this unit can vary between states, territories and industry sectors, and must be sourced from state jurisdictions prior to applying this unit.

Unit Sector

Coal mining

Extractive

Drilling

Metalliferous mining

Civil infrastructure

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare to load and unload plant	1.1 Access, interpret and apply load handling documentation to ensure work activity is compliant 1.2 Obtain, interpret, clarify and confirm work requirements 1.3 Identify hazards and environmental issues, assess the risks and

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ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	implement control measures in line with workplace policies 1.4 Select and wear personal protective equipment required for work activities 1.5 Obtain and display signage, and erect barriers to isolate the loading and unloading site from general traffic flow in line with safe work practices
2. Load the plant in line with established requirements	2.1 Confirm the dimensions and capacity of the float or trailer to safely carry the plant 2.2 Select tools and loading equipment in line with work requirements 2.3 Identify faults, and rectify or report prior to commencement of work, within scope of own responsibility and according to workplace procedures 2.4 Confirm preparation procedures of the plant for transportation has been completed 2.5 Place and secure loading aids in line with workplace procedures 2.6 Confirm the loading procedure with operator and/or guide before loading commences 2.7 Move the plant item onto the trailer or float and halt at the designated position as per workplace procedures 2.8 Secure plant to trailer or float in line with workplace procedures
3. Unload the plant in line with established requirements	3.1 Confirm the unloading procedure with operator and guide before unloading commences 3.2 Place and secure unloading aids, including ramps, in accordance with the trailer or float specifications 3.3 Slacken securing devices and remove according to workplace procedures 3.4 Move the plant item off the trailer or float and halt at the designated position 3.5 Stow loading aids including ramps, bridging materials and securing devices as per workplace procedures

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Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

Skill	Description
Reading	• Identifies and interprets relevant information from workplace procedures, documentation, legislation and regulations
Numeracy	• Identifies and comprehends relevant mathematical information in relation to equipment operating capacities

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
RIIHAN308F Load and unload plant (Release 1)	RIIHAN308E Load and unload plant (Release 1)	Minor updates to all sections to reflect operator's role.	Equivalent

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=88a61002-9a21-4386-aaf8-69c76e675272

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Assessment Requirements for RIIHAN308F Load and unload plant

Modification History

Release	Comments
Release 1	This version first released with RII Resources and Infrastructure Industry Training Package Version 3.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements and performance criteria of this unit.

The candidate must demonstrate completion of loading and unloading plant that safely, effectively and efficiently follows workplace procedures to carry out work activity on at least two occasions, and include:

- displaying signage and erecting barriers to isolate work site
- calculating volume and weight of loads
- placing and securing loading and unloading aids
- moving plant onto and off trailer or float, halting at designated position
- securing plant to trailer or float
- slackening securing devices and removing in a safe sequence
- stowing loading aids

In the course of the above work, the candidate must also:

- select, check and use required loading tools and equipment
- select and wear personal protective equipment required for work activities
- apply safe work practices and identify and report potential hazards and environmental issues, and assess risks
- apply fault finding techniques
- locate and apply required documentation, policies and procedures
- meet written and verbal reporting requirements and procedures associated with loading and unloading plant
- apply operational safety
- maintain equipment records

Knowledge Evidence

The candidate must demonstrate knowledge of the following when loading and unloading plant:

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Key policies, procedures and relevant standards for loading and unloading plant, including those relating to:

- National Standard for high risk work
- site and equipment safety
- techniques and processes for preparing plant for transportation
- environmental requirements
- work health safety
- chain of responsibility for loading and unloading of equipment

Key site information, including:

- understanding of required hand signals
- site isolation and traffic control responsibilities and authorities
- materials safety data sheet

Key factors affecting work activities described in performance evidence above, including

- basic motion and restraint theory related to heavy plant on floats or trailers
- basic centre of gravity and balance theory related to heavy plant on floats or trailers
- types, operation, uses and limitations of load securing equipment

Assessment Conditions

Mandatory conditions for assessment of this unit are stipulated below. The assessment must:

- include access to:
  - plant to load and unload
  - trailer or float
  - signage and barriers
  - loading aids and securing devices
  - personal protective equipment
- be conducted in a safe environment
- be assessed in context of this sector's work environment
- be assessed in compliance with relevant legislation/regulation and using policies, procedures, processes and operational manuals directly related to the industry sector for which it is being assessed; and,
- confirm consistent performance can be applied in a range of relevant workplace circumstances.

Where personal safety or environmental damage are limiting factors, assessment may occur in a simulated work environment* provided it is realistic and sufficiently rigorous to cover all aspects of this sector’s workplace performance, including environment, task skills, task management skills, contingency management skills and job role environment skills.

Assessor requirements

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Assessors must be able to clearly demonstrate current and relevant industry knowledge and experience to satisfy the mandatory regulatory standards as set out in the Standards for Registered Training Organisations (RTOs) 2015/AQTF mandatory requirements for assessors current at the time of assessment and any relevant licensing and certification requirements. This includes:

- vocational competencies at least to the level being delivered and assessed
- current industry skills directly relevant to the training and assessment being provided
- current knowledge and skills in vocational training and learning that informs their training and assessment
- formal relevant qualifications in training and assessment
- having knowledge of and/or experience using the latest techniques and processes
- possessing a high level of RII training product knowledge
- having an understanding and knowledge of legislation and regulation relevant to the industry and to employment and workplaces
- demonstrating the performance evidence, and knowledge evidence as outlined in this Unit of Competency, and
- the minimum years of current** work experience after competency has been obtained as specified below in an industry sector relevant to the outcomes of the unit.

It is also acceptable for the appropriately qualified assessor to work with an industry expert to conduct assessment together and for the industry expert to be involved in the assessment judgement. The industry expert must hold the relevant vocational competencies and have current industry skills directly relevant to the training and assessment being provided, and must work alongside a trainer and/or assessor to conduct the assessment. This means the industry subject matter expert should hold the unit being assessed (or an equivalent unit) and must also demonstrate skills and knowledge from the minimum years of current work experience after competency has been obtained as specified below, including time spent in roles related to the unit being assessed.

Industry sector	**AQF indicator level*** **	**Required assessor or industry subject matter expert experience**
Drilling, Metalliferous Mining, Coal Mining, Extractive (Quarrying) and Civil Infrastructure	1	1 Year
	2	2 Years
Drilling, Coal Mining, Extractive (Quarrying), Metalliferous Mining and Civil Infrastructure	3-6	3 Years
Other sectors	Where this unit is being assessed outside of the resources and infrastructure sectors, assessor and/or industry subject matter expert experience should be in-line with industry standards for the sector in which it is being assessed and, where no industry standard is specified, should comply with any relevant	

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	regulation.

*Guidance on simulated environments has been stipulated in the RII implementation guide located on VETNet.

**Assessors can demonstrate current work experience through employment within industry in a role relevant to the outcomes of the unit; or, for external assessors this can be demonstrated through exposure to industry by conducting a minimum number of site assessments as determined by the relevant industry sector, across various locations.

*** While a Unit of Competency does not have an AQF level, where a unit is being delivered outside of a qualification the first numeric character in the unit code should be considered as the AQF indicator level for assessment purposes.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=88a61002-9a21-4386-aaf8-69c76e675272

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RIIMPO315E Conduct tractor operations

Modification History

Release	Comments
Release 1	This version first released with RII Resources and Infrastructure Industry Training Package Version 3.0.

Application

This unit describes the skills and knowledge required to operate tractors and use attachments.

This unit applies to those working in site- based roles.

Licensing, legislative, regulatory and certification requirements that apply to this unit can vary between states, territories, and industry sectors, and must be sourced from state jurisdictions prior to applying this unit.

Unit Sector

Civil infrastructure

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Plan and prepare for tractor operations	1.1 Access, interpret and apply tractor operations documentation 1.2 Obtain, interpret, clarify and confirm work instructions 1.3 Identify hazards and environmental issues, assess the risks and implement control measures in line with workplace policies 1.4 Select and wear personal protective equipment required for work activities 1.5 Identify, obtain and implement traffic management signage requirements according to standard operating procedures and safe work practices 1.6 Select required tractor equipment and/or attachments for work activities

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ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.7 Obtain and interpret emergency procedures for tractors, and be prepared for fires, accidents and emergencies 1.8 Coordinate and communicate planned activities with others at the site prior to commencement of work activity
2. Operate tractor in line with established requirements to complete work activity	2.1 Carry out prestart and start-up checks in line with workplace procedures 2.2 Identify faults or defects and rectify or report within scope of own responsibility and according to workplace procedures 2.3 Drive and operate tractor using techniques suited to equipment capabilities, site and work conditions, and according to workplace procedures 2.4 Monitor and manage equipment performance using indicators and alarms 2.5 Monitor hazards and risks during operations, and ensure safety of self, other personnel, plant and equipment 2.6 Park up, shut down, secure and carry out post operational inspection of equipment in line with workplace procedures
3. Select, remove, fit and use attachments for a tractor	3.1 Select attachment for the task 3.2 Fit attachment in line with workplace procedures 3.3 Test attachment to ensure correct fitting and operation 3.4 Use attachment within design limits and in accordance with workplace procedures 3.5 Remove, clean and store attachments in designated location in line with workplace procedures
4. Relocate tractor	4.1 Prepare tractor for relocation 4.2 Move tractor safely between worksites, observing relevant codes and traffic management requirement
5. Conduct housekeeping activities	5.1 Clear work area and dispose or recycle materials according to workplace procedures 5.2 Manage and/or report hazards to maintain a safe working environment 5.3 Complete and file or distribute documentation in a manner that complies with workplace practices

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Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

Skill	Description
Reading	• Identifies and interprets information from workplace procedures, documentation, legislation and regulations
Numeracy	• Uses equipment operating capacity schedule to confirm safe weight load limits

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
RIIMPO315E Conduct tractor operations (Release 1)	RIIMPO315D Conduct tractor operations (Release 3)	Minor updates to reflect changes to operator maintenance activities	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=88a61002-9a21-4386-aaf8-69c76e675272

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Assessment Requirements for RIIMPO315E Conduct tractor operations

Modification History

Release	Comments
Release 1	This version first released with RII Resources and Infrastructure Industry Training Package Version 3.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements and performance criteria of this unit.

The candidate must demonstrate completion of tractor operations that safely, effectively and efficiently follows workplace procedures to carry out work activity on at least two occasions, and include:

- conducting prestart checks prior to commencing operations and shutdown procedures on completion of operations
- driving and operating the equipment, and adjusting techniques to site conditions
- completing a variety of tractor operations during the two occasions, selected from the following:
  - post hole digging
  - spraying of herbicides/fertilisers
  - mowing/slashing
  - lifting
  - sweeping
  - blade based functions
- fitting, using and removing at least two different attachments (i.e. minimum of one attachment per occasion), which must be certified and approved in line with workplace procedures and could include, but are not limited to, the following:
  - a front blade
  - forklift
  - slasher
  - mower
  - auger
  - drag broom
  - power broom
  - loading platform

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  - rotary hoe
  - concrete mixer
  - spraying equipment
  - disc plough
- parking and securing equipment

In the course of the above the candidate must also:

- locate and apply relevant documentation, policies and procedures
- select and wear personal protective equipment required for work activities
- carry out vehicle refuelling requirements and procedures where applicable
- apply safe work practices, identifying and reporting all potential hazards, risks and environmental issues
- apply problem solving and troubleshooting techniques
- monitor and manage equipment performance using indicators and alarms
- identify common equipment faults
- apply tractor and attachment operating techniques
- clean and store attachments
- manage changes in the loads centre of gravity during transportation
- select and use the required tools and equipment
- use a range of communication techniques and equipment essential to the safe completion of work activity, including hand, audible and other signals
- meet written and verbal reporting requirements and procedures associated with equipment operations
- organise work activities to meet all task requirements

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements and performance criteria of this unit. This includes:

Key policies and procedures, legislation and established requirements for tractor operations, including those relating to:

- isolation requirements
- fires, accidents and emergencies
- work health and safety, including signs of operator fatigue and how it should be managed
- civil construction terminology
- traffic control responsibilities and authorities
- project quality requirements
- apply operational, maintenance and basic diagnostics
- personal protective equipment
- recyclable materials
- housekeeping activities

Key factors affecting work activities described in performance evidence above, including:

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- equipment processes, technical capability and limitations
- drawings and sketches
- ground conditions
-

Assessment Conditions

Mandatory conditions for assessment of this unit are stipulated below. The assessment must:

- include access to:
  - a tractor
  - attachments
  - personal protective equipment
- be conducted in a safe environment; and,
- be assessed in context of this sector's work environment; and,
- be assessed in compliance with relevant legislation/regulation and using policies, procedures, processes and operational manuals directly related to the industry sector for which it is being assessed; and,
- confirm consistent performance can be applied in a range of relevant workplace circumstances

Where personal safety or environmental damage are limiting factors, assessment may occur in a simulated work environment* provided it is realistic and sufficiently rigorous to cover all aspects of this sector’s workplace performance, including environment, task skills, task management skills, contingency management skills and job role environment skills.

Assessor requirements

Assessors must be able to clearly demonstrate current and relevant industry knowledge and experience to satisfy the mandatory competency standards as set out in the Standards for Registered Training Organisations (RTOs) 2015/AQTF mandatory requirements for assessors current at the time of assessment and any relevant licensing and certification requirements. This includes:

- vocational competencies at least to the level being delivered and assessed
- current industry skills directly relevant to the training and assessment being provided
- current knowledge and skills in vocational training and learning that informs their training and assessment
- formal relevant qualifications in training and assessment
- having knowledge of and/or experience using the latest techniques and processes
- possessing a high level of RII training product knowledge
- having an understanding and knowledge of legislations and regulations relevant to the industry and to employment and workplaces
- demonstrating the performance evidence, and knowledge evidence as outlined in this Unit of Competency, and
- the minimum years of current** work experience after competency has been obtained as specified below in an industry sector relevant to the outcomes of the unit.

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It is also acceptable for the appropriately qualified assessor to work with an industry expert to conduct assessment together and for the industry expert to be involved in the assessment judgement. The industry expert must hold the relevant vocational competencies and have current industry skills directly relevant to the training and assessment being provided and must work alongside a trainer and/or assessor to conduct the assessment. This means the industry subject matter expert should hold the unit being assessed (or an equivalent unit), and must also demonstrate skills and knowledge from the minimum years of current work experience after competency has been obtained as specified below, including time spent in roles related to the unit being assessed:

Industry sector	**AQF indicator level*** **	**Required assessor or industry subject matter expert experience**
Drilling, Metalliferous Mining, Coal Mining, Extractive (Quarrying) and Civil Infrastructure	1	1 Year
	2	2 Years
Drilling, Coal Mining, Extractive (Quarrying), Metalliferous Mining and Civil Infrastructure	3-6	3 Years
Other sectors	Where this unit is being assessed outside of the resources and infrastructure sectors assessor and/or industry subject matter expert experience should be in-line with industry standards for the sector in which it is being assessed and where no industry standard is specified should comply with any relevant regulation.	

*Guidance on simulated environments has been stipulated in the RII implementation guide located on VETNet.

**Assessors can demonstrate current work experience through employment within industry in a role relevant to the outcomes of the unit; or, for external assessors this can be demonstrated through exposure to industry by conducting a minimum number of site assessments as determined by the relevant industry sector, across various locations.

*** While a Unit of Competency does not have an AQF level, where a unit is being delivered outside of a qualification the first numeric character in the unit code should be considered as the AQF indicator level for assessment purposes.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=88a61002-9a21-4386-aaf8-69c76e675272

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RIIMPO317F Conduct roller operations

Modification History

Release	Comments
Release 1	This version first released with RII Resources and Infrastructure Industry Training Package Version 3.0.
Release 2	Editorial corrections.

Application

This unit describes the skills and knowledge required to operate a roller to compact material.

This unit applies to those working in site based roles.

Licensing, legislative, regulatory and certification requirements that apply to this unit can vary between states, territories, and industry sectors, and must be sourced from state jurisdictions prior to applying this unit.

This unit alone does not provide sufficient skill to independently load and unload equipment. To perform this activity safely, personnel must either complete or be assisted by someone who has completed RIIHAN308F Load and Unload Plant or equivalent.

Unit Sector

Civil infrastructure

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Plan and prepare roller operations	1.1 Access, interpret and apply roller operations documentation 1.2 Obtain, interpret, clarify and confirm work requirements 1.3 Identify hazards and environmental issues, assess the risks and implement control measures in line with workplace policies 1.4 Select and wear personal protective equipment required for work activities 1.5 Identify, obtain and implement traffic management signage

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ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	requirements according to standard operating procedures and safe work practices 1.6 Select required roller equipment and confirm suitability for work activities 1.7 Obtain and interpret emergency procedures for rollers, and be prepared for fires, accidents and emergencies 1.8 Coordinate and communicate planned activities with others at the site prior to commencement of work activity
2. Operate roller in line with established requirements to complete work activity	2.1 Carry out prestart and start-up checks in line with workplace procedures 2.2 Identify faults or defects and rectify or report within scope of own responsibility and according to workplace procedures 2.3 Drive and operate roller using techniques suited to equipment capabilities, site and work conditions, and according workplace procedures 2.4 Perform work activity within the operating capacity of the equipment 2.5 Adjust accesories in line with workplace procedures 2.6 Engage and disengage the compacting device 2.7 Identify, remove or manage contaminants in a safe manner incorporating safe work practices 2.8 Monitor hazards and risks during operations, and ensure safety of self, other personnel, plant and equipment 2.9 Monitor and manage equipment performance using indicators and alarms 2.10 Park up, shut down, secure and carry out post operational inspection of equipment in line with workplace procedures
3. Prepare to relocate the roller	3.1 Prepare the roller for relocation 3.2 Move the machine safely within and/or between work areas, observing relevant codes and traffic management requirements 3.3 Assist loading and unloading machine from float/trailer in line with workplace procedures
4. Conduct housekeeping	4.1 Clear work area and dispose or recycle materials according to workplace procedures

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ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
activities	4.2 Manage and/or report hazards to maintain a safe working environment 4.3 Complete and file or distribute documentation in a manner that complies with workplace practices

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

Skill	Description
Reading	• Identifies and interprets information from workplace procedures, documentation, legislation and regulations
Numeracy	• Uses equipment operating capacity schedule to confirm safe weight load limits

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
RIIMPO317F Conduct roller operations (Release 2)	RIIMPO317E Conduct roller operations (Release 1)	Minor updates to reflect changes to operator maintenance and relocation activities	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=88a61002-9a21-4386-aaf8-69c76e675272

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Assessment Requirements for RIIMPO317F Conduct roller operations

Modification History

Release	Comments
Release 1	This version first released with RII Resources and Infrastructure Industry Training Package Version 3.0.
Release 2	Editorial corrections.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements and performance criteria of this unit.

The candidate must demonstrate completion of roller operations that safely, effectively and efficiently follows workplace procedures to carry out work activity on at least two occasions, and include:

- conducting prestart checks prior to commencing operations and shutdown procedures on completion of operations
- driving and operating the equipment, and adjusting techniques to suit site conditions
- completion of operations using at least two different material types and include the mandatory tasks of:
  - compacting materials to pattern and density
  - sealing and finishing
  - adjusting at least two of the following:
    - interchangeable drums
    - spray bars
    - scraper bars
    - wheel/drum brooms
    - drag brooms
    - blades
- assisting with loading and unloading unit plant type from float/trailer
- parking and securing of equipment.

In the course of the above the candidate must also:

- locate and apply relevant documentation, policies and procedures
- select and wear personal protective equipment required for work activities
- carry out vehicle refuelling requirements and procedures where applicable

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- apply safe work practices, identifying and reporting all potential hazards, risks and environmental issues
- apply problem solving and troubleshooting techniques when operating equipment
- monitor and manage equipment performance using indicators and alarms
- identify common equipment faults
- apply operating techniques for levelling and compacting
- select and use the required tools and equipment
- use a range of communication techniques and equipment essential to the safe completion of work activity, including hand, audible and other signals
- meet written and verbal reporting requirements and procedures associated with equipment operations
- organise work activities to meet all task requirements.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements and performance criteria of this unit. This includes:

Key policies and procedures, legislation and established requirements for roller operations, including those relating to:

- isolation requirements
- fires, accidents and emergencies
- work health and safety, including signs of operator fatigue and how it should be managed
- site isolation and traffic control responsibilities and authorities
- operational, maintenance and basic diagnostics
- project quality requirements
- chain of responsibility for loading and unloading of equipment
- personal protective equipment
- recyclable materials
- housekeeping activities
- machine guidance systems

Key factors affecting work activities described in performance evidence above, including:

- equipment processes, technical capability and limitations
- drawings and sketches
- ground conditions
- materials characteristics, including density and viscosity

Key features associated with civil construction works, including:

- civil construction terminology
- basic principles of material technology and material compaction for civil works
- basic earthworks calculations
- civil construction activity sequences of road construction, earthworks and drainage.

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Assessment Conditions

Mandatory conditions for assessment of this unit are stipulated below. The assessment must:

- include access to:
  - roller
  - personal protective equipment
- be conducted in a safe environment; and,
- be assessed in context of this sector's work environment; and,
- be assessed in compliance with relevant legislation/regulation and using policies, procedures, processes and operational manuals directly related to the industry sector for which it is being assessed; and,
- confirm consistent performance can be applied in a range of relevant workplace circumstances

Where personal safety or environmental damage are limiting factors, assessment may occur in a simulated work environment* provided it is realistic and sufficiently rigorous to cover all aspects of this sector’s workplace performance, including environment, task skills, task management skills, contingency management skills and job role environment skills.

Assessor Requirements

Assessors must be able to clearly demonstrate current and relevant industry knowledge and experience to satisfy the mandatory competency standards as set out in the Standards for Registered Training Organisations (RTOs) 2015/AQTF mandatory requirements for assessors current at the time of assessment and any relevant licensing and certification requirements. This includes:

- vocational competencies at least to the level being delivered and assessed
- current industry skills directly relevant to the training and assessment being provided
- current knowledge and skills in vocational training and learning that informs their training and assessment
- formal relevant qualifications in training and assessment
- having knowledge of and/or experience using the latest techniques and processes
- possessing a high level of RII training product knowledge
- having an understanding and knowledge of legislations and regulations relevant to the industry and to employment and workplaces
- demonstrating the performance evidence, and knowledge evidence as outlined in this Unit of Competency, and
- the minimum years of current** work experience after competency has been obtained as specified below in an industry sector relevant to the outcomes of the unit.

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It is also acceptable for the appropriately qualified assessor to work with an industry expert to conduct assessment together and for the industry expert to be involved in the assessment judgement. The industry expert must hold the relevant vocational competencies and have current industry skills directly relevant to the training and assessment being provided and must work alongside a trainer and/or assessor to conduct the assessment. This means the industry subject matter expert should hold the unit being assessed (or an equivalent unit), and must also demonstrate skills and knowledge from the minimum years of current work experience after competency has been obtained as specified below, including time spent in roles related to the unit being assessed:

Industry sector	**AQF indicator level*** **	**Required assessor or industry subject matter expert experience**
Drilling, Metalliferous Mining, Coal Mining, Extractive (Quarrying) and Civil Infrastructure	1	1 Year
	2	2 Years
Drilling, Coal Mining, Extractive (Quarrying), Metalliferous Mining and Civil Infrastructure	3-6	3 Years
Other sectors	Where this unit is being assessed outside of the resources and infrastructure sectors, assessor and/or industry subject matter expert experience should be in-line with industry standards for the sector in which it is being assessed and, where no industry standard is specified, should comply with any relevant regulation.	

*Guidance on simulated environments has been stipulated in the RII implementation guide located on VETNet.

**Assessors can demonstrate current work experience through employment within industry in a role relevant to the outcomes of the unit; or, for external assessors this can be demonstrated through exposure to industry by conducting a minimum number of site assessments as determined by the relevant industry sector, across various locations.

*** While a Unit of Competency does not have an AQF level, where a unit is being delivered outside of a qualification the first numeric character in the unit code should be considered as the AQF indicator level for assessment purposes.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=88a61002-9a21-4386-aaf8-69c76e675272

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RIIMPO318F Conduct civil construction skid steer loader operations

Modification History

Release	Comments
Release 1	This version first released with RII Resources and Infrastructure Industry Training Package Version 3.0.

Application

This unit describes the skills and knowledge required operate a skid steer loader to load, haul and distribute materials.

This unit applies to those working in site based roles.

Licensing, legislative, regulatory and certification requirements that apply to this unit can vary between states, territories, and industry sectors, and must be sourced from state jurisdictions prior to applying this unit.

This unit alone does not provide sufficient skill to independently load and unload equipment. To perform this activity safely, personnel must either complete or be assisted by someone who has completed RIIHAN308F Load and Unload Plant or equivalent.

Unit Sector

Civil infrastructure

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Plan and prepare for skid steer loader operations	1.1 Access, interpret and apply skid steer loader operations documentation 1.2 Obtain, interpret, clarify and confirm work requirements 1.3 Identify hazards and environmental issues, assess the risks and implement control measures in line with workplace policies 1.4 Select and wear personal protective equipment required for work activities

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ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.5 Obtain, identify and implement traffic signage requirements according to standard operating procedures and safe work practices 1.6 Select required skid steer equipment and confirm suitability for work activities 1.7 Obtain and interpret emergency procedures for skid steers, and be prepared for fires, accidents and emergencies 1.8 Coordinate and communicate planned activities with others at the site prior to commencement of work activity
2. Operate skid steer loader in line with established requirements	2.1 Carry out prestart and start-up checks in line with workplace procedures 2.2 Identify faults or defects and rectify or report within scope of own responsibility and according to workplace procedures 2.3 Drive and operate loader using techniques suited to equipment capabilities and site work conditions, and according to workplace procedures 2.4 Monitor hazards and risks during operations, and ensure safety of self, other personnel, plant and equipment 2.5 Monitor and manage equipment performance using indicators and alarms
3. Load, carry and place materials to complete work activity	3.1 Establish weight of load and ensure it is within safe operational limits of the machine 3.2 Position machinery to ensure stable and effective shift of materials according to work requirements 3.3 Shift materials safely and effectively, using hand audible and communication signals, in line with workplace procedures 3.4 Park up, shut down, secure and carry out post operational inspection of equipment in line with workplace procedures
4. Select, remove, fit and use attachments for a skid steer loader	4.1 Select appropriate attachment and required equipment for the task, and in accordance with safe working load requirements 4.2 Fit attachment in line with workplace procedures 4.3 Test attachment and ensure correct fitting and operation 4.4 Use attachment within design limits and in accordance with workplace procedures 4.5 Remove, clean and store attachments in designated location in line

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ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	with workplace procedures
5. Prepare to relocate the skid steer loader	5.1 Prepare for relocation of skid steer loader 5.2 Move skid steer loader safely within and/or between work areas, observing relevant codes and traffic management requirements 5.3 Assist loading and unloading machine from float/trailer in accordance with safe work practices
6. Conduct housekeeping activities	6.1 Clear work area and dispose of or recycle materials according to workplace procedures 6.2 Manage and/or report hazards to maintain a safe working environment 6.3 Complete and file or distribute documentation in a manner that complies with workplace practices

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

Skill	Description
Reading	• Identifies and interprets information from workplace procedures, documentation, legislation and regulations
Numeracy	• Uses equipment operating capacity schedule to confirm safe weight load limits

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
RIIMPO318F Conduct civil construction skid steer loader operations (Release	RIIMPO318E Conduct civil construction skid steer loader operations (Release	Minor updates to reflect changes to operator maintenance and relocation activities	Equivalent unit

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1)	1)		

Links

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Assessment Requirements for RIIMPO318F Conduct civil construction skid steer loader operations

Modification History

Release	Comments
Release 1	This version first released with RII Resources and Infrastructure Industry Training Package Version 3.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements and performance criteria of this unit.

The candidate must demonstrate completion of skid steer loader operations that safely, effectively and efficiently follows workplace procedures to carry out work activity on at least two occasions, and include:

- conducting prestart checks prior to commencing operations and shutdown procedures on completion of operations
- driving and operating the equipment to site conditions
- completion of operations to specification using at least two different material types (i.e. one different material per occasion) including:
  - stripping/spreading materials
  - backfilling
  - excavations
  - mixing materials
- selecting, fitting, testing, using and removing attachments on at least two occasions (i.e. one attachment per occasion), the attachment must be certified and approved in line with workplace procedures and could include, but not limited to, the following:
  - multipurpose bucket
  - forks
  - dozer blade
  - backhoe
  - auger
  - chain digger
  - power broom
  - profiler
  - tiller/mixer
  - rotary hoe

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  - hammer
  - asphalt cutter/saw
  - concrete cutter/saw
  - rake
- assisting with loading and unloading skid steer loader from float/trailer
- safely parking and securing equipment

In the course of the above the candidate must also:

- locate and apply relevant documentation, policies and procedures
- select and wear personal protective equipment required for work activities
- apply safe work practices, identifying and reporting all potential hazards, risks and environmental issues
- apply problem solving and troubleshooting techniques when operating equipment
- monitor and manage equipment performance using indicators and alarms
- identify common equipment faults
- apply levelling techniques
- establish weight of load
- manage changes in the loads centre of gravity during transportation
- select and use the required tools and equipment
- apply methods of changing machine attachments
- use a range of communication techniques and equipment essential to the safe completion of work activity, including hand, audible and other signals
- meet written and verbal reporting requirements and procedures associated with equipment operations
- organise work activities to meet all task requirements
-

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements and performance criteria of this unit. This includes:

Key policies and procedures, legislation and established requirements for skid steer loader operations, including those relating to:

- isolation requirements for skid steer loader
- fires, accidents and emergencies
- work health and safety, including signs of operator fatigue and how it should be managed
- traffic control responsibilities and authorities
- project quality requirements
- chain of responsibility for loading and unloading of equipment
- operational, maintenance and basic diagnostics
- personal protective equipment
- recyclable materials
- housekeeping activities

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Key factors affecting work activities described in performance evidence above, including:

- equipment processes, technical capability and limitations
- drawings and sketches
- ground conditions
- materials characteristics, including density and viscosity

Key features associated with civil construction works, including:

- civil construction terminology
- basic principles of material technology and material compaction for civil works
- basic earthworks calculations
- civil construction activity sequences of road construction, earthworks and drainage

Assessment Conditions

Mandatory conditions for assessment of this unit are stipulated below. The assessment must:

- include access to:
  - a skid steer loader
  - materials to be shifted
  - personal protective equipment
- be conducted in a safe environment; and,
- be assessed in context of this sector's work environment; and,
- be assessed in compliance with relevant legislation/regulation and using policies, procedures, processes and operational manuals directly related to the industry sector for which it is being assessed; and,
- confirm consistent performance can be applied in a range of relevant workplace circumstances

Where personal safety or environmental damage are limiting factors, assessment may occur in a simulated work environment* provided it is realistic and sufficiently rigorous to cover all aspects of this sector’s workplace performance, including environment, task skills, task management skills, contingency management skills and job role environment skills.

Assessor requirements

Assessors must be able to clearly demonstrate current and relevant industry knowledge and experience to satisfy the mandatory competency standards as set out in the Standards for Registered Training Organisations (RTOs) 2015/AQTF mandatory requirements for assessors current at the time of assessment and any relevant licensing and certification requirements. This includes:

- vocational competencies at least to the level being delivered and assessed
- current industry skills directly relevant to the training and assessment being provided
- current knowledge and skills in vocational training and learning that informs their training and assessment
- formal relevant qualifications in training and assessment
- having knowledge of and/or experience using the latest techniques and processes

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- possessing a high level of RII training product knowledge
- having an understanding and knowledge of legislations and regulations relevant to the industry and to employment and workplaces
- demonstrating the performance evidence, and knowledge evidence as outlined in this Unit of Competency, and
- the minimum years of current** work experience after competency has been obtained as specified below in an industry sector relevant to the outcomes of the unit.

It is also acceptable for the appropriately qualified assessor to work with an industry expert to conduct assessment together and for the industry expert to be involved in the assessment judgement. The industry expert must hold the relevant vocational competencies and have current industry skills directly relevant to the training and assessment being provided and must work alongside a trainer and/or assessor to conduct the assessment. This means the industry subject matter expert should hold the unit being assessed (or an equivalent unit), and must also demonstrate skills and knowledge from the minimum years of current work experience after competency has been obtained as specified below, including time spent in roles related to the unit being assessed:

Industry sector	**AQF indicator level*** **	**Required assessor or industry subject matter expert experience**
Drilling, Metalliferous Mining, Coal Mining, Extractive (Quarrying) and Civil Infrastructure	1	1 Year
	2	2 Years
Drilling, Coal Mining, Extractive (Quarrying), Metalliferous Mining and Civil Infrastructure	3-6	3 Years
Other sectors	Where this unit is being assessed outside of the resources and infrastructure sectors, assessor and/or industry subject matter expert experience should be in-line with industry standards for the sector in which it is being assessed and, where no industry standard is specified, should comply with any relevant regulation.	

*Guidance on simulated environments has been stipulated in the RII implementation guide located on VETNet.

**Assessors can demonstrate current work experience through employment within industry in a role relevant to the outcomes of the unit; or, for external assessors this can be demonstrated through exposure to industry by conducting a minimum number of site assessments as determined by the relevant industry sector, across various locations.

*** While a Unit of Competency does not have an AQF level, where a unit is being delivered outside of a qualification the first numeric character in the unit code should be considered as the AQF indicator level for assessment purposes.

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Links

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RIIMPO319E Conduct backhoe/loader operations

Modification History

Release	Comments
Release 1	This version first released with RII Resources and Infrastructure Industry Training Package Version 3.0.

Application

This unit describes the skills and knowledge required to operate a backhoe/loader to load, distribute and place materials.

This unit applies to those working in site based roles.

Licensing, legislative, regulatory and certification requirements that apply to this unit can vary between states, territories, and industry sectors, and must be sourced from state jurisdictions prior to applying this unit.

Unit Sector

Civil infrastructure

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Plan and prepare for backhoe/loader operations	1.1 Access, interpret and apply backhoe/loader operations documentation 1.2 Obtain, interpret, clarify and confirm work instructions 1.3 Identify hazards and environmental issues, assess the risks and implement control measures in line with workplace policies 1.4 Select and wear personal protective equipment required for work activities 1.5 Identify, obtain and implement signage traffic management requirements according to standard operating procedures and safe work practices 1.6 Select required backhoe/loader equipment and confirm suitability

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ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	for work activities 1.7 Obtain and interpret emergency procedures for backhoe/loaders, and be prepared for fires, accidents and emergencies 1.8 Coordinate and communicate planned activities with others at the site prior to commencement of work activity
2. Operate backhoe/ loader in line with established requirements	2.1 Carry out prestart and start-up checks in line with workplace procedures 2.2 Identify faults or defects and rectify or report within scope of own responsibility and according to workplace procedures 2.3 Drive and operate machine using techniques suited to equipment capabilities, site and work conditions, and according to workplace procedures 2.4 Monitor hazards and risks during operations , and ensure safety of self, other personnel, plant and equipment 2.5 Monitor and manage equipment performance using indicators and alarms
3. Load, carry and place materials to complete work activity	3.1 Establish weight of load and ensure it is within safe operational limits of the machine 3.2 Use lifting gear within safe working load requirements and in line with workplace procedures 3.3 Position and locate machinery to ensure stable and effective shift materials according to work requirements 3.4 Shift materials safely and effectively, using hand, audible and communication signal, in line with workplace procedures 3.5 Park up, shut down, secure and carry out post operational inspection of equipment in line with workplace procedures
4. Select, remove, fit and attachments for a backhoe/loader	4.1 Select attachment for the task and fit attachment in line with workplace procedures 4.2 Test attachment and ensure correct fitting and operation 4.3 Use attachment within design limits and in accordance with workplace procedures 4.4 Remove, clean and store attachments in designated location in line with workplace procedures
5. Relocate the	5.1 Prepare backhoe/loader for relocation

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ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
backhoe/ loader	5.2 Move backhoe/loader safely between worksites, observing relevant codes and traffic management requirements
6. Conduct housekeeping activities	6.1 Clear work area and dispose of or recycle materials according to workplace procedures 6.2 Manage and/or report hazards to maintain a safe working environment 6.3 Complete and file or distribute documentation in a manner that complies with workplace practices

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

Skill	Description
Reading	• Identifies and interprets information from workplace procedures, documentation, legislation and regulations
Numeracy	• Uses equipment operating capacity schedule to confirm safe weight load limits

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
RIIMPO319E Conduct backhoe/loader operations (Release 1)	RIIMPO319D Conduct backhoe/loader operations (Release 3)	Minor updates to reflect changes to operator maintenance activities and assessment for attachments	Equivalent unit

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Links

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Assessment Requirements for RIIMPO319E Conduct backhoe/loader operations

Modification History

Release	Comments
Release 1	This version first released with RII Resources and Infrastructure Industry Training Package Version 3.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements and performance criteria of this unit.

The candidate must demonstrate completion of loader/backhoe operations that safely, effectively and efficiently follows workplace procedures to carry out work activity on at least two occasions, and include:

- conducting prestart checks prior to commencing operations and shutdown procedures on completion of operations
- driving and operating the equipment, and adjusting techniques to suit site conditions
- completion of operations to specification using at least two different material types (i.e. one different material type per occasion) including:
  - mixing materials
  - stripping/spreading materials
  - trench excavation
  - backfilling
  - lifting and carry materials
  - loading dump trucks, wagons, hoppers, chutes, and cutting/boxing
- selecting, fitting, testing, using and removing at least two attachments (i.e. one attachment per occasion), which must be certified and approved in line with workplace procedures and could include, but are not limited to, the following:
  - extending devices
  - tilt bucket
  - buckets
  - compaction wheel
  - ripper
  - plate compactor
  - rock breaker
  - auger

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  - broom
  - mower/slasher
  - forklift
  - 4 in 1 bucket and free/rock grab
- parking and securing of equipment

In the course of the above work the candidate must also:

- locate and apply relevant documentation, policies and procedures
- select and wear personal protective equipment required for work activities
- carry out vehicle refuelling requirements and procedures where applicable
- apply safe work practices, identifying and reporting all potential hazards, risks and environmental issues
- apply problem solving and troubleshooting techniques when operating equipment
- monitor and manage equipment performance using indicators and alarms
- identify common equipment faults
- apply levelling techniques
- establish weight of load
- manage changes in the loads centre of gravity during transportation
- select and use the required tools and equipment
- work safely around other machines and personnel
- apply methods of changing machine attachments
- use a range of communication techniques and equipment essential to the safe completion of work activity, including hand, audible and other signals
- meet written and verbal reporting requirements and procedures associated with equipment operations
- organise work activities to meet all task requirements
-

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements and performance criteria of this unit. This includes:

Key policies and procedures, legislation and established requirements for backhoe/loader operations, including those relating to:

- isolation requirements
- fires, accidents and emergencies
- work health and safety, including signs of operator fatigue and how it should be managed
- site isolation and traffic control responsibilities and authorities
- project quality requirements
- operational, maintenance and basic diagnostics
- personal protective equipment
- recyclable materials
- housekeeping activities

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Key factors affecting work activities described in performance evidence above, including:

- equipment processes, technical capability and limitations
- drawings and sketches
- ground conditions
- materials characteristics, including density and viscosity

Key features associated with civil construction works, including:

- civil construction terminology
- basic principles of material technology and material compaction for civil works
- basic earthworks calculations
- civil construction activity sequences of road construction, earthworks and drainage

Assessment Conditions

Mandatory conditions for assessment of this unit are stipulated below. The assessment must:

- include access to:
  - backhoe/loader
  - personal protective equipment
- be conducted in a safe environment; and,
- be assessed in context of this sector's work environment; and,
- be assessed in compliance with relevant legislation/regulation and using policies, procedures, processes and operational manuals directly related to the industry sector for which it is being assessed; and,
- confirm consistent performance can be applied in a range of relevant workplace circumstances

Where personal safety or environmental damage are limiting factors, assessment may occur in a simulated work environment* provided it is realistic and sufficiently rigorous to cover all aspects of this sector’s workplace performance, including environment, task skills, task management skills, contingency management skills and job role environment skills.

Assessor requirements

Assessors must be able to clearly demonstrate current and relevant industry knowledge and experience to satisfy the mandatory competency standards as set out in the Standards for Registered Training Organisations (RTOs) 2015/AQTF mandatory requirements for assessors current at the time of assessment and any relevant licensing and certification requirements. This includes:

- vocational competencies at least to the level being delivered and assessed
- current industry skills directly relevant to the training and assessment being provided
- current knowledge and skills in vocational training and learning that informs their training and assessment
- formal relevant qualifications in training and assessment
- having knowledge of and/or experience using the latest techniques and processes
- possessing a high level of RII training product knowledge

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- having an understanding and knowledge of legislations and regulations relevant to the industry and to employment and workplaces
- demonstrating the performance evidence, and knowledge evidence as outlined in this Unit of Competency, and
- the minimum years of current** work experience after competency has been obtained as specified below in an industry sector relevant to the outcomes of the unit.

It is also acceptable for the appropriately qualified assessor to work with an industry expert to conduct assessment together and for the industry expert to be involved in the assessment judgement. The industry expert must hold the relevant vocational competencies and have current industry skills directly relevant to the training and assessment being provided and must work alongside a trainer and/or assessor to conduct the assessment. This means the industry subject matter expert should hold the unit being assessed (or an equivalent unit), and must also demonstrate skills and knowledge from the minimum years of current work experience after competency has been obtained as specified below, including time spent in roles related to the unit being assessed:

Industry sector	**AQF indicator level*** **	**Required assessor or industry subject matter expert experience**
Drilling, Metalliferous Mining, Coal Mining, Extractive (Quarrying) and Civil Infrastructure	1	1 Year
	2	2 Years
Drilling, Coal Mining, Extractive (Quarrying), Metalliferous Mining and Civil Infrastructure	3-6	3 Years
Other sectors	Where this unit is being assessed outside of the resources and infrastructure sectors assessor and/or industry subject matter expert experience should be in-line with industry standards for the sector in which it is being assessed and where no industry standard is specified should comply with any relevant regulation.	

*Guidance on simulated environments has been stipulated in the RII implementation guide located on VETNet.

**Assessors can demonstrate current work experience through employment within industry in a role relevant to the outcomes of the unit; or, for external assessors this can be demonstrated through exposure to industry by conducting a minimum number of site assessments as determined by the relevant industry sector, across various locations.

*** While a Unit of Competency does not have an AQF level, where a unit is being delivered outside of a qualification the first numeric character in the unit code should be considered as the AQF indicator level for assessment purposes.

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Links

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RIIMPO320F Conduct civil construction excavator operations

Modification History

Release	Comments
Release 1	This version first released with RII Resources and Infrastructure Industry Training Package Version 3.0.
Release 2	Editorial corrections.
Release 3	Editorial corrections to performance evidence.

Application

This unit describes the skills and knowledge required to operate excavator operations to lift carry and place materials.

This unit applies to those working in site based roles.

Licensing, legislative, regulatory and certification requirements that apply to this unit can vary between states, territories, and industry sectors, and must be sourced from state jurisdictions prior to applying this unit.

This unit alone does not provide sufficient skill to independently load and unload equipment. To perform this activity safely, personnel must either complete or be assisted by someone who has completed RIIHAN308F Load and Unload Plant or equivalent.

Unit Sector

Civil infrastructure

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Plan and prepare for excavator operations	1.1 Access, interpret and apply excavator operations documentation 1.2 Obtain, interpret, clarify and confirm work requirements 1.3 Identify hazards and environmental issues, assess the risks and implement control measures in line with workplace policies 1.4 Select and wear personal protective equipment required for work

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ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	activities 1.5 Obtain, identify and implement traffic management signage requirements according to standard operating procedures and safe work practices 1.6 Select required excavator equipment and/or attachments and confirm suitability for work activities 1.7 Obtain and interpret emergency procedures for excavators, and be prepared for fires, accidents and emergencies 1.8 Coordinate and communicate planned activities with others at the site prior to commencement of work activity
2. Operate excavator in line with established requirements	2.1 Carry out prestart and start-up checks in line with workplace procedures 2.2 Identify faults or defects and rectify or report within scope of own responsibility and according to workplace procedures 2.3 Drive and operate excavator using techniques suited to equipment capabilities, site and work conditions, and according to workplace procedures 2.4 Monitor hazards and risks during operations, and ensure safety of self, other personnel, plant and equipment 2.5 Monitor and manage equipment performance using indicators and alarms in line with manufacturers' specifications
3. Lift, carry and place materials to complete work activity	3.1 Establish weight of load and ensure it is within safe operational limits of the machine 3.2 Use lifting gear within safe working load requirements and in line with workplace requirements 3.3 Position machinery and ensure stable and effective shift of materials according to work requirements 3.4 Shift load safely and effectively, using hand, audible and communication signal, in line with workplace procedures 3.5 Park up, shut down, secure and carry out post operational inspection of equipment in line with workplace procedures
4. Select, remove, fit and use attachments for a excavator	4.1 Select attachment for the task 4.2 Fit attachment in line with workplace procedures 4.3 Test attachment and ensure correct fitting and operation

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ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	4.4 Use attachment within design limits and in accordance with workplace procedures 4.5 Remove, clean and store attachments in designated location in line with workplace procedures
5. Prepare to relocate the excavator	5.1 Prepare excavator for relocation 5.2 Move excavator safely within and/or between work areas, observing relevant codes and traffic management requirements 5.3 Assist loading and unloading machine from float/trailer in line with workplace procedures
6. Conduct housekeeping activities	6.1 Clear work area and dispose of or recycle materials according to workplace procedures 6.2 Manage and/or report hazards to maintain a safe working environment 6.3 Complete and file or distribute documentation in a manner that complies with workplace practices

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

Skill	Description
Reading	• Identifies and interprets information from workplace procedures, documentation, legislation and regulations
Numeracy	• Uses equipment operating capacity schedule to confirm safe weight load limits

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
RIIMPO320F Conduct civil construction excavator operations (Release 2)	RIIMPO320F Conduct civil construction excavator operations (Release 1)	Editorial corrections.	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=88a61002-9a21-4386-aaf8-69c76e675272

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Assessment Requirements for RIIMPO320F Conduct civil construction excavator operations

Modification History

Release	Comments
Release 1	This version first released with RII Resources and Infrastructure Industry Training Package Version 3.0.
Release 2	Editorial corrections.
Release 3	Editorial corrections to performance evidence.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements and performance criteria of this unit.

The candidate must demonstrate completion of excavator operations that safely, effectively and efficiently follows workplace procedures to carry out work activity on at least two occasions, and include:

- conducting prestart checks prior to commencing operations and shutdown procedures on completion of operations
- driving and operating the equipment, and adjusting techniques to site conditions
- completing operations to specification using at least two different material types and activities including:
  - loading, cutting/boxing
  - stripping/spreading
  - lifting and carry materials
  - bulk excavation
  - mixing/backfilling
  - trench excavation
  - stockpiling
  - battering
  - benching
  - site clean up
- selecting, fitting, testing, using and removing at least three attachments, the attachment must be certified and approved in line with workplace procedures and could include, but not limited to, the following:
  - tilt bucket

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  - buckets
  - lifting device
  - vibrating compaction wheel
  - ripper/tyne
  - compaction plate
  - compaction wheel
  - rock breaker
  - auger
  - ground engaging tools
- assisting with loading and unloading plant type from float/trailer
- parking and securing equipment

In the course of the above work the candidate must also:

- locate and apply relevant documentation, policies and procedures
- select and wear personal protective equipment required for work activities
- carry out vehicle refuelling requirements and procedures where applicable
- apply safe work practices, identifying and reporting all potential hazards, risks and environmental issues
- apply problem solving and troubleshooting techniques when operating equipment
- monitor and manage equipment performance using indicators and alarms
- identify common equipment faults
- apply levelling techniques
- select and use the required tools and equipment
- apply methods of changing machine attachments
- establish weight of load
- manage changes in the loads centre of gravity during transportation
- use a range of communication techniques and equipment essential to the safe completion of work activity, including hand, audible and other signals
- meet written and verbal reporting requirements and procedures associated with equipment operations
- organise work activities to meet all task requirements.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements and performance criteria of this unit. This includes:

Key policies and procedures, legislation and established requirements for excavator operations, including those relating to:

- isolation requirements
- fires, accidents and emergencies
- work health and safety, including signs of operator fatigue and how it should be managed
- site isolation and traffic control responsibilities and authorities

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- project quality requirements
- chain of responsibility for loading and unloading of equipment
- operational, maintenance and basic diagnostics
- personal protective equipment
- recyclable materials
- housekeeping activities

Key factors affecting work activities described in performance evidence above, including:

- equipment processes, technical capability and limitations
- drawings and sketches
- ground conditions
- materials characteristics, including density and viscosity

Key features associated with civil construction works, including:

- civil construction terminology
- basic principles of material technology and material compaction for civil works
- basic earthworks calculations
- civil construction activity sequences of road construction, earthworks and drainage.

Assessment Conditions

Mandatory conditions for assessment of this unit are stipulated below. The assessment must:

- include access to:
  - excavator
  - attachments
  - personal protective equipment
- be conducted in a safe environment; and,
- be assessed in context of this sector's work environment; and,
- be assessed in compliance with relevant legislation/regulation and using policies, procedures, processes and operational manuals directly related to the industry sector for which it is being assessed; and,
- confirm consistent performance can be applied in a range of relevant workplace circumstances

Where personal safety or environmental damage are limiting factors, assessment may occur in a simulated work environment* provided it is realistic and sufficiently rigorous to cover all aspects of this sector’s workplace performance, including environment, task skills, task management skills, contingency management skills and job role environment skills.

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Assessor Requirements

Assessors must be able to clearly demonstrate current and relevant industry knowledge and experience to satisfy the mandatory competency standards as set out in the Standards for Registered Training Organisations (RTOs) 2015/AQTF mandatory requirements for assessors current at the time of assessment and any relevant licensing and certification requirements. This includes:

- vocational competencies at least to the level being delivered and assessed
- current industry skills directly relevant to the training and assessment being provided
- current knowledge and skills in vocational training and learning that informs their training and assessment
- formal relevant qualifications in training and assessment
- having knowledge of and/or experience using the latest techniques and processes
- possessing a high level of RII training product knowledge
- having an understanding and knowledge of legislations and regulations relevant to the industry and to employment and workplaces
- demonstrating the performance evidence, and knowledge evidence as outlined in this Unit of Competency, and
- the minimum years of current** work experience after competency has been obtained as specified below in an industry sector relevant to the outcomes of the unit.

It is also acceptable for the appropriately qualified assessor to work with an industry expert to conduct assessment together and for the industry expert to be involved in the assessment judgement. The industry expert must hold the relevant vocational competencies and have current industry skills directly relevant to the training and assessment being provided and must work alongside a trainer and/or assessor to conduct the assessment. This means the industry subject matter expert should hold the unit being assessed (or an equivalent unit), and must also demonstrate skills and knowledge from the minimum years of current work experience after competency has been obtained as specified below, including time spent in roles related to the unit being assessed:

Industry sector	**AQF indicator level*** **	**Required assessor or industry subject matter expert experience**
Drilling, Metalliferous Mining, Coal Mining, Extractive (Quarrying) and Civil Infrastructure	1	1 Year
	2	2 Years
Drilling, Coal Mining, Extractive (Quarrying), Metalliferous Mining and Civil Infrastructure	3-6	3 Years
Other sectors	Where this unit is being assessed outside of the resources and infrastructure sectors, assessor and/or industry subject matter expert experience should be in-line with industry standards for the sector in which it is being	

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	assessed and, where no industry standard is specified, should comply with any relevant regulation.

*Guidance on simulated environments has been stipulated in the RII implementation guide located on VETNet.

**Assessors can demonstrate current work experience through employment within industry in a role relevant to the outcomes of the unit; or, for external assessors this can be demonstrated through exposure to industry by conducting a minimum number of site assessments as determined by the relevant industry sector, across various locations.

*** While a Unit of Competency does not have an AQF level, where a unit is being delivered outside of a qualification the first numeric character in the unit code should be considered as the AQF indicator level for assessment purposes.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=88a61002-9a21-4386-aaf8-69c76e675272

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RIIMPO321F Conduct civil construction wheeled front end loader operations

Modification History

Release	Comments
Release 1	This version first released with RII Resources and Infrastructure Industry Training Package Version 3.0.
Release 2	Editorial corrections.

Application

This unit describes the skills and knowledge required to conduct wheeled front end loader operations.

This unit applies to those working in site- based roles.

Where equipment being assessed requires the fitting and removal of attachments to be demonstrated an integrated tool carrier unit should be used.

Licensing, legislative, regulatory and certification requirements that apply to this unit can vary between states, territories, and industry sectors, and must be sourced from state jurisdictions prior to applying this unit.

This unit alone does not provide sufficient skill to independently load and unload equipment. To perform this activity safely, personnel must either complete or be assisted by someone who has completed RIIHAN308F Load and Unload Plant or equivalent.

Unit Sector

Civil infrastructure

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Plan and prepare for wheeled front end loader operations	1.1 Access, interpret and apply wheeled front end loader operations documentation 1.2 Obtain, interpret, clarify and confirm work instructions

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ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.3 Identify hazards and environmental issues, assess the risks and implement control measures in line with workplace policies 1.4 Select and wear personal protective equipment required for work activities 1.5 Obtain, identify and implement traffic management signage requirements according to standard operating procedures and safe work practices 1.6 Select required wheeled front end loader equipment and confirm suitability for work activities 1.7 Obtain and interpret emergency procedures for wheeled front end loaders, and be prepared for fires, accidents and emergencies 1.8 Coordinate and communicate planned activities with others at the site prior to commencement of work activity
2. Operate front end loader in line with established requirements	2.1 Carry out prestart and start-up checks in line with workplace procedures 2.2 Identify faults or defects and rectify or report within scope of own responsibility and according to workplace procedures 2.3 Drive and operate front end loader, and modify the operating technique to meet changing work conditions 2.4 Monitor hazards and risks during operations, and ensure safety of self, other personnel, plant and equipment 2.5 Perform work activity within the operating capacity of the equipment 2.6 Monitor and manage equipment performance using indicators and alarms in accordance with manufacturers' specifications
3. Attach, secure, lift, carry and place materials to complete work activity	3.1 Establish weight of load and ensure it is within safe operational limits of the machine 3.2 Use lifting gear within safe working load requirements and in line with workplace procedures 3.3 Position machinery to ensure stable effective shift materials according to work requirements 3.4 Shift load safely and effectively using hand, audible and communication signal, in line with workplace procedures 3.5 Park up, shut down, secure and carry out post operational inspection of equipment in line with workplace procedures

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ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
4. Prepare to relocate the front end loader	4.1 Prepare front end loader for relocation 4.2 Move front end loader safely within and/or between work areas, observing relevant codes and traffic management requirements 4.3 Assist loading and unloading machine from float/trailer in line with workplace procedures
5. Conduct housekeeping activities	5.1 Clear work area and dispose of or recycle materials according to workplace procedures 5.2 Manage and/or report hazards to maintain a safe working environment 5.3 Complete and file or distribute documentation in a manner that complies with workplace practices

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

Skill	Description
Reading	• Identifies and interprets information from workplace procedures, documentation, legislation and regulations
Numeracy	• Uses equipment operating capacity schedule to confirm safe weight load limits

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
RIIMPO321F Conduct civil construction wheeled front end loader operations	RIIMPO321E Conduct civil construction wheeled front end loader operations (Release 1)	Minor updates to reflect changes to operator maintenance and relocation activities	Equivalent unit

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(Release 1)			

Links

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Assessment Requirements for RIIMPO321F Conduct civil construction wheeled front end loader operations

Modification History

Release	Comments
Release 1	This version first released with RII Resources and Infrastructure Industry Training Package Version 3.0.
Release 2	Editorial corrections.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements and performance criteria of this unit.

The candidate must demonstrate completion of wheeled front end loader operations that safely, effectively and efficiently follows workplace procedures to carry out work activity on at least two occasions, and include:

- conducting prestart checks prior to commencing operations and shutdown procedures on completion of operations
- driving and operating the equipment, and adjusting techniques to suit site conditions
- completion of operations to specification using at least two different material types including:
  - mixing materials
  - stripping/spreading materials
  - loading, cutting/boxing
  - backfilling
- lifting and carrying materials
- assisting with loading and unloading wheeled front end loader from float/trailer
- site clean-up on
- parking and securing equipment.

In the course of the above the candidate must also:

- locate and apply relevant documentation, policies and procedures
- select and wear personal protective equipment required for work activities
- apply safe work practices, identifying and reporting all potential hazards, risks and environmental issues
- apply problem solving and troubleshooting techniques when operating equipment
- monitor and manage equipment performance using indicators and alarms
- identify common equipment faults

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- monitor and manage equipment performance using indicators and alarms
- identify common equipment faults
- apply levelling techniques
- establish weight of load
- select and use the required tools and equipment
- use a range of communication techniques and equipment essential to the safe completion of work activity, including hand, audible and other signals
- meet written and verbal reporting requirements and procedures associated with equipment operations
- organise work activities to meet all task requirements.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements and performance criteria of this unit. This includes:

Key policies and procedures, legislation and established requirements for front end loader operations, including those relating to:

- isolation requirements
- fires, accidents and emergencies
- work health and safety, including signs of operator fatigue and how it should be managed
- site isolation and traffic control responsibilities and authorities
- project quality requirements
- chain of responsibility for loading and unloading of equipment
- operational, maintenance and basic diagnostics
- personal protective equipment
- recyclable materials
- housekeeping activities

Key factors affecting work activities described in performance evidence above, including:

- equipment processes, technical capability and limitations
- drawings and sketches
- ground conditions
- materials characteristics, including density and viscosity

Key features associated with civil construction works, including:

- civil construction terminology
- basic principles of material technology and material compaction for civil works
- basic earthworks calculations
- civil construction activity sequences of road construction, earthworks and drainage.

Assessment Conditions

Mandatory conditions for assessment of this unit are stipulated below. The assessment must:

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- include access to:
  - wheeled front end loader
  - materials to be shifted
  - personal protective equipment
- be conducted in a safe environment; and,
- be assessed in context of this sector's work environment; and,
- be assessed in compliance with relevant legislation/regulation and using policies, procedures, processes and operational manuals directly related to the industry sector for which it is being assessed; and,
- confirm consistent performance can be applied in a range of relevant workplace circumstances

Where personal safety or environmental damage are limiting factors, assessment may occur in a simulated work environment* provided it is realistic and sufficiently rigorous to cover all aspects of this sector's workplace performance, including environment, task skills, task management skills, contingency management skills and job role environment skills.

Assessor requirements

Assessors must be able to clearly demonstrate current and relevant industry knowledge and experience to satisfy the mandatory competency standards as set out in the Standards for Registered Training Organisations (RTOs) 2015/AQTF mandatory requirements for assessors current at the time of assessment and any relevant licensing and certification requirements. This includes:

- vocational competencies at least to the level being delivered and assessed
- current industry skills directly relevant to the training and assessment being provided
- current knowledge and skills in vocational training and learning that informs their training and assessment
- formal relevant qualifications in training and assessment
- having knowledge of and/or experience using the latest techniques and processes
- possessing a high level of RII training product knowledge
- having an understanding and knowledge of legislations and regulations relevant to the industry and to employment and workplaces
- demonstrating the performance evidence, and knowledge evidence as outlined in this Unit of Competency, and through
- the minimum years of current** work experience after competency has been obtained as specified below in an industry sector relevant to the outcomes of the unit.

It is also acceptable for the appropriately qualified assessor to work with an industry expert to conduct assessment together and for the industry expert to be involved in the assessment judgement. The industry expert must hold the relevant vocational competencies and have current industry skills directly relevant to the training and assessment being provided and must work alongside a trainer and/or assessor to conduct the assessment. This means the industry subject matter expert should hold the unit being assessed (or an equivalent unit), and must also demonstrate skills and knowledge from the minimum years of current work experience after competency has been obtained as specified below, including time spent in roles related to the unit being assessed:

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Industry sector	**AQF indicator level*** **	**Required assessor or industry subject matter expert experience**
Drilling, Metalliferous Mining, Coal Mining, Extractive (Quarrying) and Civil Infrastructure	1	1 Year
	2	2 Years
Drilling, Coal Mining, Extractive (Quarrying), Metalliferous Mining and Civil Infrastructure	3-6	3 Years
Other sectors	Where this unit is being assessed outside of the resources and infrastructure sectors, assessor and/or industry subject matter expert experience should be in-line with industry standards for the sector in which it is being assessed and, where no industry standard is specified, should comply with any relevant regulation.	

*Guidance on simulated environments has been stipulated in the RII implementation guide located on VETNet.

**Assessors can demonstrate current work experience through employment within industry in a role relevant to the outcomes of the unit; or, for external assessors this can be demonstrated through exposure to industry by conducting a minimum number of site assessments as determined by the relevant industry sector, across various locations.

*** While a Unit of Competency does not have an AQF level, where a unit is being delivered outside of a qualification the first numeric character in the unit code should be considered as the AQF indicator level for assessment purposes.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=88a61002-9a21-4386-aaf8-69c76e675272

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RIIMPO322E Conduct civil construction tracked front end loader operations

Modification History

Release	Comments
Release 1	This version first released with RII Resources and Infrastructure Industry Training Package Version 3.0.
Release 2	Editorial corrections.

Application

This unit describes the skills and knowledge required to operate a tracked front end loader to shift loads.

This unit applies to those working in site based roles.

Licensing, legislative, regulatory and certification requirements that apply to this unit can vary between states, territories, and industry sectors, and must be sourced from state jurisdictions prior to applying this unit.

This unit alone does not provide sufficient skill to independently load and unload equipment. To perform this activity safely, personnel must either complete or be assisted by someone who has completed RIIHAN308F Load and Unload Plant or equivalent.

Unit Sector

Civil infrastructure

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Plan and prepare for tracked front end loader operations	1.1 Access, interpret and apply tracked front end loader operations documentation and ensure the work activity is compliant 1.2 Obtain, interpret, clarify and confirm work instructions 1.3 Identify hazards and environmental issues, assess the risks and implement control measures in line with workplace policies

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ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.4 Select and wear personal protective equipment required for work activities 1.5 Identify, obtain and implement traffic management signage requirements 1.6 Select required tracked front end loader equipment and/or attachments and confirm suitability for work activities 1.7 Obtain and interpret emergency procedures for tracked front end loaders, and be prepared for fires, accidents and emergencies 1.8 Coordinate and communicate planned activities with others at the site prior to commencement of work activity
2. Operate front end loader in line with established requirements	2.1 Carry out prestart and start-up checks in line with workplace procedures 2.2 Identify faults or defects and rectify or report within scope of own responsibility and according to workplace procedures 2.3 Drive and operate front end loader using techniques suited to equipment capabilities, site and work conditions, and according to workplace procedures 2.4 Monitor hazards and risks during operations, and ensure safety of self, other personnel, plant and equipment 2.5 Monitor and manage equipment performance using indicators and alarms
3. Attach, secure, lift, carry and place	3.1 Establish weight of load and ensure it is within safe operational limits of the machine 3.2 Use lifting gear within safe work load requirements and in line with workplace procedures 3.3 Position machinery to ensure stabile effective shift materials of according to work requirements 3.4 Shift load safely and effectively using hand, audible and communication signals, in line with workplace procedures 3.5 Park up, shut down, secure and carry out post operational inspection of equipment in line with workplace procedures
4. Relocate the front end loader	4.1 Prepare front end loader for relocation 4.2 Move front end loader safely between work sites, observing relevant codes and traffic management requirements

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ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	4.3 Assist loading and unloading machine from float/trailer in line with workplace procedures
5. Conduct housekeeping activities	5.1 Clear work area and dispose or recycle materials according to workplace procedures in accordance with project environmental management plan 5.2 Manage and/or report hazards to maintain a safe working environment 5.3 Complete and file or distribute documentation in a manner that complies with workplace practices

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

Skill	Description
Reading	• Identifies and interprets information from workplace procedures, documentation, legislation and regulations
Numeracy	• Uses equipment operating capacity schedule to confirm safe weight load limits

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
RIIMPO322E Conduct civil construction tracked front end loader operations (Release 2)	RIIMPO322E Conduct civil construction tracked front end loader operations (Release 1)	Editorial corrections.	Equivalent unit

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Links

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Assessment Requirements for RIIMPO322E Conduct civil construction tracked front end loader operations

Modification History

Release	Comments
Release 1	This version first released with RII Resources and Infrastructure Industry Training Package Version 3.0.
Release 2	Editorial corrections.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements and performance criteria of this unit.

The candidate must demonstrate completion of tracked front end loader operations that safely, effectively and efficiently follows workplace procedures to carry out work activity on at least two occasions, and include:

- conducting prestart checks prior to commencing operations and shutdown procedures on completion of operations
- driving and operating the equipment, and adjusting techniques to suit site conditions
- completion of operations to specification using at least two different material types including:
  - mixing materials
  - stripping/spreading materials
  - loading
  - cutting/boxing
  - backfilling
  - lifting and carry materials
  - site clean-up
- select and wear personal protective equipment required for work activities
- parking and securing of equipment

In the course of the above the candidate must also:

- locate and apply relevant documentation, policies and procedures
- carry out vehicle refuelling requirements and procedures where applicable
- apply safe work practices, identifying and reporting all potential hazards, risks and environmental issues
- apply problem solving and troubleshooting techniques when operating equipment

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- monitor and manage equipment performance using indicators and alarms
- identify common equipment faults
- establish weight of load
- manage changes in the loads centre of gravity during transportation
- apply levelling techniques
- select and use the required tools and equipment
- use a range of communication techniques and equipment essential to the safe completion of work activity, including hand, audible and other signals
- meet written and verbal reporting requirements and procedures associated with equipment operations
- organise work activities to meet all task requirements.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements and performance criteria of this unit. This includes:

Key policies and procedures, legislation and established requirements for tracked front end loader operations, including those relating to:

- isolation requirements
- fires, accidents and emergencies
- work health and safety, including signs of operator fatigue and how it should be managed
- site isolation and traffic control responsibilities and authorities
- project quality requirements
- chain of responsibility for loading and unloading of equipment
- operational, maintenance and basic diagnostics
- personal protective equipment
- recyclable materials
- housekeeping activities

Key factors affecting work activities described in performance evidence above, including:

- equipment processes, technical capability and limitations
- drawings and sketches
- ground conditions
- materials characteristics, including density and viscosity

Key features associated with civil construction works, including:

- civil construction terminology
- basic principles of material technology and material compaction for civil works
- basic earthworks calculations
- civil construction activity sequences of road construction, earthworks and drainage.

Assessment Conditions

Mandatory conditions for assessment of this unit are stipulated below. The assessment must:

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- include access to:
  - tracked front end loader
  - materials to be shifted
  - personal protective equipment
- be conducted in a safe environment; and,
- be assessed in context of this sector's work environment; and,
- be assessed in compliance with relevant legislation/regulation and using policies, procedures, processes and operational manuals directly related to the industry sector for which it is being assessed; and,
- confirm consistent performance can be applied in a range of relevant workplace circumstances

Where personal safety or environmental damage are limiting factors, assessment may occur in a simulated work environment* provided it is realistic and sufficiently rigorous to cover all aspects of this sector’s workplace performance, including environment, task skills, task management skills, contingency management skills and job role environment skills.

Assessor Requirements

Assessors must be able to clearly demonstrate current and relevant industry knowledge and experience to satisfy the mandatory competency standards as set out in the Standards for Registered Training Organisations (RTOs) 2015/AQTF mandatory requirements for assessors current at the time of assessment and any relevant licensing and certification requirements. This includes:

- vocational competencies at least to the level being delivered and assessed
- current industry skills directly relevant to the training and assessment being provided
- current knowledge and skills in vocational training and learning that informs their training and assessment
- formal relevant qualifications in training and assessment
- having knowledge of and/or experience using the latest techniques and processes
- possessing a high level of RII training product knowledge
- having an understanding and knowledge of legislations and regulations relevant to the industry and to employment and workplaces
- demonstrating the performance evidence, and knowledge evidence as outlined in this Unit of Competency, and
- the minimum years of current** work experience after competency has been obtained as specified below in an industry sector relevant to the outcomes of the unit.

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It is also acceptable for the appropriately qualified assessor to work with an industry expert to conduct assessment together and for the industry expert to be involved in the assessment judgement. The industry expert must hold the relevant vocational competencies and have current industry skills directly relevant to the training and assessment being provided and must work alongside a trainer and/or assessor to conduct the assessment. This means the industry subject matter expert should hold the unit being assessed (or an equivalent unit), and must also demonstrate skills and knowledge from the minimum years of current work experience after competency has been obtained as specified below, including time spent in roles related to the unit being assessed:

Industry sector	**AQF indicator level*** **	**Required assessor or industry subject matter expert experience**
Drilling, Metalliferous Mining, Coal Mining, Extractive (Quarrying) and Civil Infrastructure	1	1 Year
	2	2 Years
Drilling, Coal Mining, Extractive (Quarrying), Metalliferous Mining and Civil Infrastructure	3-6	3 Years
Other sectors	Where this unit is being assessed outside of the resources and infrastructure sectors assessor and/or industry subject matter expert experience should be in-line with industry standards for the sector in which it is being assessed and where no industry standard is specified should comply with any relevant regulation.	

*Guidance on simulated environments has been stipulated in the RII implementation guide located on VETNet.

**Assessors can demonstrate current work experience through employment within industry in a role relevant to the outcomes of the unit; or, for external assessors this can be demonstrated through exposure to industry by conducting a minimum number of site assessments as determined by the relevant industry sector, across various locations.

*** While a Unit of Competency does not have an AQF level, where a unit is being delivered outside of a qualification the first numeric character in the unit code should be considered as the AQF indicator level for assessment purposes.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=88a61002-9a21-4386-aaf8-69c76e675272

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RIIMPO323E Conduct civil construction dozer operations

Modification History

Release	Comments
Release 1	This version first released with RII Resources and Infrastructure Industry Training Package Version 3.0.
Release 2	Editorial corrections.
Release 3	Editorial corrections to performance evidence.

Application

This unit describes the skills and knowledge required to conduct dozer operations.

This unit applies to those working in site based roles.

Licensing, legislative, regulatory and certification requirements that apply to this unit can vary between states, territories, and industry sectors, and must be sourced from state jurisdictions prior to applying this unit.

This unit alone does not provide sufficient skill to independently load and unload equipment. To perform this activity safely, personnel must either complete or be assisted by someone who has completed RIIHAN308F Load and Unload Plant or equivalent.

Unit Sector

Civil infrastructure

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Plan and prepare for dozer operations	1.1 Access, interpret and apply dozer operations documentation 1.2 Obtain, interpret, clarify and confirm work instructions 1.3 Identify hazards and environmental issues, assess the risks and implement control measures in line with workplace policies 1.4 Select and wear personal protective equipment required for work

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ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	activities 1.5 Identify, obtain and implement traffic management signage requirements 1.6 Select required dozer tools, equipment and/or attachments and confirm suitability for work activities 1.7 Obtain and interpret emergency procedures for dozers, and be prepared for fires, accidents and emergencies 1.8 Coordinate and communicate planned activities with others at the site prior to commencement of work activity
2. Operate dozer in line with established requirements to complete work plan	2.1 Carry out prestart and start-up checks in line with workplace procedures 2.2 Identify faults or defects and rectify or report within scope of own responsibility and according to workplace procedures 2.3 Drive and operate dozer using techniques suited to equipment capabilities, site and work conditions, and according to workplace procedures 2.4 Monitor hazards and risks during operations, and ensure safety of self, other personnel, plant and equipment 2.5 Perform work activity within the operating capacity of the equipment 2.6 Monitor and manage equipment performance using indicators and alarms 2.7 Park up, shut down, secure and carry out post operational inspection of equipment in line with workplace procedures
3. Select, remove, fit and use attachments for a dozer	3.1 Select attachment for the task 3.2 Fit attachment in line with workplace procedures 3.3 Test attachment and ensure correct fitting and operation 3.4 Use attachment within design limits and in accordance with workplace procedures 3.5 Remove, clean and store attachments in designated location in line with workplace procedures
4. Relocate the dozer	4.1 Prepare dozer for relocation 4.2 Move dozer safely between worksites, observing relevant codes and traffic management requirements

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ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	4.3 Assist loading and unloading of machine from float/trailer in line with workplace procedures
5. Conduct housekeeping activities	5.1 Clear work area and dispose of or recycle materials according to workplace procedures 5.2 Manage and/or report hazards to maintain a safe working environment 5.3 Complete and file or distribute documentation in a manner that complies with workplace practices

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

Skill	Description
Reading	• Identifies and interprets information from workplace procedures, documentation, legislation and regulations
Numeracy	• Uses equipment operating capacity schedule to confirm safe weight load limits

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
RIIMPO323E Conduct civil construction dozer operations (Release 2)	RIIMPO323E Conduct civil construction dozer operations (Release 1)	Editorial corrections	Equivalent unit

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Links

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Assessment Requirements for RIIMPO323E Conduct civil construction dozer operations

Modification History

Release	Comments
Release 1	This version first released with RII Resources and Infrastructure Industry Training Package Version 3.0.
Release 2	Editorial corrections.
Release 3	Editorial corrections to performance evidence.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements and performance criteria of this unit.

The candidate must demonstrate completion of dozer operations that safely, effectively and efficiently follows workplace procedures to carry out work activity, and include:

- conducting prestart checks prior to commencing operations and shutdown procedures on completion of operations
- driving and operating the equipment, and adjusting techniques to suit site conditions
- completion of operations to specification in at least two different material types on at least three occasions including:
  - stripping/spreading materials
  - cut and fill
  - battering
  - stockpiling
  - bulk excavation
  - cutting drains
  - benching
  - backfilling
  - site clean-up on
- selecting, fitting, testing, using and removing a minimum of two attachments, which must be certified and approved in line with workplace procedures and could include, but are not limited to, the following:
  - stick rakes
  - root rakes
  - push blade

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  - angle blade
  - bull blade
  - power angle tilt blade
  - rippers, winch
  - tree pusher
  - cable plough
  - stump plough
  - power control unit
  - cable drum
  - ground engaging tools
- assisting with loading and unloading unit plant type from float/trailer
- parking and securing of equipment.

In the course of the above the candidate must also:

- locate and apply relevant documentation, policies and procedures
- select and wear personal protective equipment required for work activities
- carry out vehicle refuelling requirements and procedures where applicable
- apply safe work practices, identifying and reporting all potential hazards, risks and environmental issues
- apply problem solving and troubleshooting techniques
- monitor and manage equipment performance using indicators and alarms
- identify common equipment faults
- apply levelling techniques
- select and use the required tools and equipment
- establish weight of load
- apply methods of changing machine attachments
- use a range of communication techniques and equipment essential to the safe completion of work activity, including hand, audible and other signals
- meet written and verbal reporting requirements and procedures associated with equipment operations
- organise work activities to meet all task requirements.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements and performance criteria of this unit. This includes:

Key policies and procedures, legislation and established requirements for dozer operations, including those relating to:

- isolation requirements
- fires, accidents and emergencies
- work health and safety, including signs of operator fatigue and how it should be managed
- site isolation and traffic control responsibilities and authorities

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- project quality requirements
- chain of responsibility for loading and unloading of equipment
- operational, maintenance and basic diagnostics
- personal protective equipment
- recyclable materials
- housekeeping activities
- machine guidance systems

Key factors affecting work activities described in performance evidence above, including:

- equipment processes, technical capability and limitations
- drawings and sketches
- ground conditions
- materials characteristics, including density and viscosity

Key features associated with civil construction works, including:

- civil construction terminology
- basic principles of material technology and material compaction for civil works
- basic earthworks calculations
- civil construction activity sequences of road construction, earthworks and drainage.

Assessment Conditions

Mandatory conditions for assessment of this unit are stipulated below. The assessment must:

- include access to:
  - dozer
  - personal protective equipment
- be conducted in a safe environment; and,
- be assessed in context of this sector's work environment; and,
- be assessed in compliance with relevant legislation/regulation and using policies, procedures, processes and operational manuals directly related to the industry sector for which it is being assessed; and,
- confirm consistent performance can be applied in a range of relevant workplace circumstances

Where personal safety or environmental damage are limiting factors, assessment may occur in a simulated work environment* provided it is realistic and sufficiently rigorous to cover all aspects of this sector’s workplace performance, including environment, task skills, task management skills, contingency management skills and job role environment skills.

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Assessor Requirements

Assessors must be able to clearly demonstrate current and relevant industry knowledge and experience to satisfy the mandatory competency standards as set out in the Standards for Registered Training Organisations (RTOs) 2015/AQTF mandatory requirements for assessors current at the time of assessment and any relevant licensing and certification requirements. This includes:

- vocational competencies at least to the level being delivered and assessed
- current industry skills directly relevant to the training and assessment being provided
- current knowledge and skills in vocational training and learning that informs their training and assessment
- formal relevant qualifications in training and assessment
- having knowledge of and/or experience using the latest techniques and processes
- possessing a high level of RII training product knowledge
- having an understanding and knowledge of legislations and regulations relevant to the industry and to employment and workplaces
- demonstrating the performance evidence, and knowledge evidence as outlined in this Unit of Competency, and
- the minimum years of current** work experience after competency has been obtained as specified below in an industry sector relevant to the outcomes of the unit.

It is also acceptable for the appropriately qualified assessor to work with an industry expert to conduct assessment together and for the industry expert to be involved in the assessment judgement. The industry expert must hold the relevant vocational competencies and have current industry skills directly relevant to the training and assessment being provided and must work alongside a trainer and/or assessor to conduct the assessment. This means the industry subject matter expert should hold the unit being assessed (or an equivalent unit), and must also demonstrate skills and knowledge from the minimum years of current work experience after competency has been obtained as specified below, including time spent in roles related to the unit being assessed:

Industry sector	**AQF indicator level*** **	**Required assessor or industry subject matter expert experience**
Drilling, Metalliferous Mining, Coal Mining, Extractive (Quarrying) and Civil Infrastructure	1	1 Year
	2	2 Years
Drilling, Coal Mining, Extractive (Quarrying), Metalliferous Mining and Civil Infrastructure	3-6	3 Years
Other sectors	Where this unit is being assessed outside of the resources and infrastructure sectors assessor and/or industry subject matter expert experience should be in-line with industry standards for the sector in which it is being	

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	assessed and where no industry standard is specified should comply with any relevant regulation.

*Guidance on simulated environments has been stipulated in the RII implementation guide located on VETNet.

**Assessors can demonstrate current work experience through employment within industry in a role relevant to the outcomes of the unit; or, for external assessors this can be demonstrated through exposure to industry by conducting a minimum number of site assessments as determined by the relevant industry sector, across various locations.

*** While a Unit of Competency does not have an AQF level, where a unit is being delivered outside of a qualification the first numeric character in the unit code should be considered as the AQF indicator level for assessment purposes.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=88a61002-9a21-4386-aaf8-69c76e675272

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RIIMPO324F Conduct civil construction grader operations

Modification History

Release	Comments
Release 1	This version first released with RII Resources and Infrastructure Industry Training Package Version 3.0.
Release 2	Editorial corrections.
Release 3	Minor change to performance evidence.

Application

This unit describes the skills and knowledge required to conduct grader operations.

This unit applies to those working in site based roles.

Licensing, legislative, regulatory and certification requirements that apply to this unit can vary between states, territories, and industry sectors, and must be sourced from state jurisdictions prior to applying this unit.

This unit alone does not provide sufficient skill to independently load and unload equipment. To perform this activity safely, personnel must either complete or be assisted by someone who has completed RIIHAN308F Load and Unload Plant or equivalent.

Unit Sector

Civil infrastructure

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Plan and prepare for grader operations	1.1 Access, interpret and apply grader operations documentation 1.2 Obtain, interpret, clarify and confirm work instructions 1.3 Identify hazards and environmental issues, assess the risks and implement control measures in line with workplace policies 1.4 Select and wear personal protective equipment required for work

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ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	activities 1.5 Identify, obtain and implement traffic management signage requirements according to standard operating procedures and safe work practices 1.6 Select required grader equipment and/or attachments and confirm suitability for work activities 1.7 Obtain and interpret emergency procedures for graders, and be prepared for fires, accidents and emergencies 1.8 Coordinate and communicate planned activities with others at the site prior to commencement of work activity
2. Operate grader in line with established requirements to complete work activity	2.1 Carry out prestart and start-up checks in line with workplace procedures 2.2 Identify faults or defects and rectify or report within scope of own responsibility and according to workplace procedures 2.3 Drive and operate grader using techniques suited to equipment capabilities, site and work conditions, and according to workplace procedures 2.4 Identify and apply operating techniques for grader to achieve optimum output within specified tolerances 2.5 Perform work activity within the operating capacity of the equipment in accordance with manufacturers' specifications 2.6 Monitor hazards and risks during operations, and ensure safety of self, other personnel, plant and equipment 2.7 Monitor and manage equipment performance using indicators and alarms 2.8 Park up, shut down, secure and carry out post operational inspection of equipment in line with workplace procedures
3. Select, remove, fit and use attachments for grader	3.1 Select attachment for the task 3.2 Fit attachment in line with workplace procedures 3.3 Test attachment and ensure correct fitting and operation 3.4 Use attachment within design limits and in accordance with workplace procedures 3.5 Remove, clean and store attachments in designated location in line with workplace procedures

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ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
4. Prepare to relocate the grader	4.1 Prepare grader for relocation 4.2 Move grader safely within and between work areas, observing relevant codes and traffic management requirements 4.3 Assist loading and unloading machine from float/trailer in line with workplace procedures
5. Conduct housekeeping activities	5.1 Clear work area and dispose of or recycle materials according to workplace procedures 5.2 Manage and/or report hazards to maintain a safe working environment 5.3 Complete and file or distribute documentation in a manner that complies with workplace practices

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

Skill	Description
Reading	• Identifies and interprets information from workplace procedures, documentation, legislation and regulations
Numeracy	• Uses equipment operating capacity schedule to confirm safe weight load limits

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
RIIMPO324F Conduct civil construction grader operations (Release 2)	RIIMPO324F Conduct civil construction grader operations (Release 1)	Editorial corrections.	Equivalent unit

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Links

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Assessment Requirements for RIIMPO324F Conduct civil construction grader operations

Modification History

Release	Comments
Release 1	This version first released with RII Resources and Infrastructure Industry Training Package Version 3.0.
Release 2	Editorial corrections.
Release 3	Minor change to performance evidence.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements and performance criteria of this unit.

The candidate must demonstrate completion of grader operations that safely, effectively and efficiently follows workplace procedures to meet carry out work activity on at least two occasions, and include:

- conducting prestart checks prior to commencing operations and shutdown procedures on completion of operations
- driving and operating the equipment to site conditions
- completion of operations to specification using at least two different material types including:
  - cutting and maintaining drains
  - forming/upgrading/maintaining roads
  - mixing/ spreading materials
  - scarifying and ripping
  - cutting and trimming of batters
  - trimming of road sub-grades and pavements
  - site clean-up
  - form and carry a windrow
- selecting, fitting, testing, using and removing at least two attachments, the attachment must be certified and approved in line with workplace procedures
- assisting with loading and unloading unit plant type from float/trailer
- parking and securing of equipment.

In the course of the above the candidate must also:

- locate and apply relevant documentation, policies and procedures

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- select and wear personal protective equipment required for work activities
- carry out vehicle refuelling requirements and procedures where applicable
- apply safe work practices, identifying and reporting all potential hazards, risks and environmental issues
- apply problem solving and troubleshooting techniques when operating equipment
- monitor and manage equipment performance using indicators and alarms
- identify common equipment faults
- establish weight of load
- apply levelling techniques
- apply cut and fill techniques
- conduct towing of equipment/plant where required
- select and use the required tools and equipment
- apply methods of changing machine attachments
- use a range of communication techniques and equipment essential to the safe completion of work activity, including hand, audible and other signals
- meet written and verbal reporting requirements and procedures associated with equipment operations
- organise work activities to meet all task requirements.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements and performance criteria of this unit. This includes:

Key policies and procedures, legislation and established requirements for grader operations, including those relating to:

- isolation requirements
- fires, accidents and emergencies
- work health and safety, including signs of operator fatigue and how it should be managed
- site isolation and traffic control responsibilities and authorities
- project quality requirements
- chain of responsibility for loading and unloading of equipment
- operational, maintenance and basic diagnostics
- personal protective equipment
- recyclable materials
- housekeeping activities
- machine guidance systems and laser levelling equipment

Key factors affecting work activities described in performance evidence above, including:

- equipment processes, technical capability and limitations
- drawings and sketches
- ground conditions
- materials characteristics, including density and viscosity

Key features associated with civil construction works, including:

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- civil construction terminology
- basic principles of material technology and material compaction for civil works
- basic earthworks calculations
- civil construction activity sequences of road construction, earthworks and drainage.

Assessment Conditions

Mandatory conditions for assessment of this unit are stipulated below. The assessment must:

- include access to:
  - unit plant type
  - materials to be shifted
  - personal protective equipment
- be conducted in a safe environment; and,
- be assessed in context of this sector's work environment; and,
- be assessed in compliance with relevant legislation/regulation and using policies, procedures, processes and operational manuals directly related to the industry sector for which it is being assessed; and,
- confirm consistent performance can be applied in a range of relevant workplace circumstances

Where personal safety or environmental damage are limiting factors, assessment may occur in a simulated work environment* provided it is realistic and sufficiently rigorous to cover all aspects of this sector's workplace performance, including environment, task skills, task management skills, contingency management skills and job role environment skills.

Assessor Requirements

Assessors must be able to clearly demonstrate current and relevant industry knowledge and experience to satisfy the mandatory competency standards as set out in the Standards for Registered Training Organisations (RTOs) 2015/AQTF mandatory requirements for assessors current at the time of assessment and any relevant licensing and certification requirements. This includes:

- vocational competencies at least to the level being delivered and assessed
- current industry skills directly relevant to the training and assessment being provided
- current knowledge and skills in vocational training and learning that informs their training and assessment
- formal relevant qualifications in training and assessment
- having knowledge of and/or experience using the latest techniques and processes
- possessing a high level of RII training product knowledge
- having an understanding and knowledge of legislations and regulations relevant to the industry and to employment and workplaces
- demonstrating the performance evidence, and knowledge evidence as outlined in this Unit of Competency, and
- the minimum years of current** work experience after competency has been obtained as specified below in an industry sector relevant to the outcomes of the unit.

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It is also acceptable for the appropriately qualified assessor to work with an industry expert to conduct assessment together and for the industry expert to be involved in the assessment judgement. The industry expert must hold the relevant vocational competencies and have current industry skills directly relevant to the training and assessment being provided and must work alongside a trainer and/or assessor to conduct the assessment. This means the industry subject matter expert should hold the unit being assessed (or an equivalent unit), and must also demonstrate skills and knowledge from the minimum years of current work experience after competency has been obtained as specified below, including time spent in roles related to the unit being assessed:

Industry sector	**AQF indicator level*** **	**Required assessor or industry subject matter expert experience**
Drilling, Metalliferous Mining, Coal Mining, Extractive (Quarrying) and Civil Infrastructure	1	1 Year
	2	2 Years
Drilling, Coal Mining, Extractive (Quarrying), Metalliferous Mining and Civil Infrastructure	3-6	3 Years
Other sectors	Where this unit is being assessed outside of the resources and infrastructure sectors, assessor and/or industry subject matter expert experience should be in-line with industry standards for the sector in which it is being assessed and, where no industry standard is specified, should comply with any relevant regulation.	

*Guidance on simulated environments has been stipulated in the RII implementation guide located on VETNet.

**Assessors can demonstrate current work experience through employment within industry in a role relevant to the outcomes of the unit; or, for external assessors this can be demonstrated through exposure to industry by conducting a minimum number of site assessments as determined by the relevant industry sector, across various locations.

*** While a Unit of Competency does not have an AQF level, where a unit is being delivered outside of a qualification the first numeric character in the unit code should be considered as the AQF indicator level for assessment purposes.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=88a61002-9a21-4386-aaf8-69c76e675272

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RIIVEH304E Conduct tip truck operations

Modification History

Release	Comments
Release 1	This version first released with RII Resources and Infrastructure Industry Training Package Version 5.0.

Application

This unit describes the skills and knowledge required to conduct tip truck operations in the resources and infrastructure industries.

It applies to those working in supervisory and technical specialist roles. They generally work under minimal supervision to undertake a broad range of skilled applications in varied work contexts, using some discretion and judgement in selecting equipment, services or contingency measures.

Licensing, legislative and certification requirements may apply to this unit and can vary between states, territories and industry sectors. Users must check requirements with relevant body before applying the unit.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Plan and prepare for tip truck operations	1.1 Obtain, interpret and confirm work requirements 1.2 Access, interpret and apply documentation required to conduct tip truck operations 1.3 Identify, obtain and implement signage requirements according to the project traffic management plan 1.4 Select vehicle, tools and equipment required for the work activities 1.5 Check tools and equipment for serviceability and rectify or report faults to relevant personnel 1.6 Identify, confirm and apply environmental protection requirements from the project environmental management plan
2. Conduct tip truck pre-operational checks	2.1 Carry out prestart, start-up, park and shutdown according to workplace procedures 2.2 Check tip truck controls and functions, and ensure any faults are

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ELEMENT	PERFORMANCE CRITERIA
	rectified or reported to relevant personnel
3. Operate tip truck	3.1 Identify and manage site operating hazards and risks and apply safe operating techniques according to workplace procedures 3.2 Manage engine power, ensure efficiency of truck movements, and minimise strain on the engine, drive line and gears according to manufacturer specifications 3.3 Coordinate engine power with gear selection, ensure smooth transition and operation within torque range according to manufacturer specifications 3.4 Operate tip truck to work instructions according to workplace procedures 3.5 Monitor road and traffic conditions, consider road conditions, traffic flow, distance and load, ensure safety of people, property, equipment, loads and facilities 3.6 Halt vehicle smoothly, using the engine retarder, gears and brakes according to manufacturer specifications
4. Load, transport and tip materials	4.1 Position tip truck at load and discharge points with a minimum of manoeuvre 4.2 Carry out smooth and controlled tip truck movements including the raising and lowering of the tray according to manufacturer specifications 4.3 Ensure weight and distribution of load is assessed for type of material and size of vehicle within vehicle capacity according to manufacturer specifications 4.4 Maintain safety and security of load, including load cover requirements, from loading site to discharge site according to manufacturer specifications 4.5 Discharge load on slope and/or over face at fill site 4.6 Dump and spread material evenly according to workplace procedures 4.7 Clear, lower and secure tray before resuming travel
5. Carry out operator maintenance	5.1 Ensure tip truck is safely parked and prepared for operator maintenance and shutdown 5.2 Conduct visual and physical inspection and fault finding according to workplace procedures 5.3 Remove and replace defective parts according to manufacturer specifications 5.4 Carry out scheduled maintenance according to workplace procedures 5.5 Process written maintenance records according to workplace procedures
6. Clean up	6.1 Clear work area and dispose of materials according to workplace procedures

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ELEMENT	PERFORMANCE CRITERIA
	6.2 Clean, check, maintain and store vehicle, tools and equipment according to workplace procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

SKILL	DESCRIPTION
Reading	• Identifies and interprets information from workplace procedures, documentation and regulations
Self-management	• Monitors and minimises own exposure to worksite risks and hazards during activities

Unit Mapping Information

Supersedes and is equivalent to RIIVEH304D Conduct tip truck operations.

Links

Companion Volume implementation guides is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=88a61002-9a21-4386-aaf8-69c76e675272

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Assessment Requirements for RIIVEH304E Conduct tip truck operations

Modification History

Release	Comments
Release 1	This version first released with RII Resources and Infrastructure Industry Training Package Version 5.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- conduct tip truck operations on at least two occasions, including:
  - organising work activities to comply with site standards
  - obtaining and applying signage requirements
  - carrying out log-on, prestart, start-up, park-up and shutdown procedures
  - operating, steering, manoeuvring and positioning tip truck
  - raising and lowering tray smoothly
  - applying load cover
  - discharging load on slope and/or over face
  - dumping and spreading materials
  - halting and parking tip truck
  - carrying out inspections and identifying faults
  - processing written records and reports.

During the above, the candidate must:

- locate and apply relevant legislation, documentation, policies and procedures and confirm that the work activity is compliant
- implement the requirements, procedures and techniques for conducting tip truck operations
- work effectively with others to conduct tip truck operations in a way that meets all required outcomes
- communicate clearly and concisely with others to receive and clarify work instructions and to determine coordination requirements prior to commencing and during work activities.

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Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- key legislation required to conduct tip truck operations
- key policies, procedures and documentation required to conduct tip truck operations, including:
  - record, report and handover procedures
  - start up and shutdown procedures
  - safety requirements
  - operational, maintenance and basic diagnostic procedures
  - site isolation and traffic control responsibilities and authorities
  - safety data sheet and materials handling methods
  - vehicle manufacturer specifications and limitations
- tip truck types, characteristics, technical capabilities and limitations
- techniques for reporting faults in vehicles and ancillary equipment
- load quantity calculation techniques
- principles and techniques for identifying relevant hazards and emergencies
- techniques for coordinating and communicating job activities with others.

Assessment Conditions

Mandatory conditions for assessment of this unit are stipulated below. The assessment must:

- include access to:
  - personal protective equipment
  - equipment related to conducting tip truck operations
  - relevant documentation
- be conducted in a safe environment; and,
- be assessed in the context of this sector's work environment; and,
- be assessed in compliance with relevant legislation/regulation and using policies, procedures and processes directly related to the industry sector for which it is being assessed; and,
- confirm consistent performance can be applied in a range of relevant workplace circumstances.

Where personal safety or environmental damage are limiting factors, assessment may occur in a simulated work environment* provided it is realistic and sufficiently rigorous to cover all aspects of this sector’s workplace performance, including environment, task skills, task management skills, contingency management skills and job role environment skills.

Assessor requirements

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Assessors must be able to clearly demonstrate current and relevant industry knowledge and experience to satisfy the mandatory regulatory standards as set out in the Standards for Registered Training Organisations (RTOs) 2015/Australian Quality Training Framework mandatory requirements for assessors current at the time of assessment and any relevant licensing and certification requirements. This includes:

- vocational competencies at least to the level being delivered and assessed
- current industry skills directly relevant to the training and assessment being provided
- current knowledge and skills in vocational training and learning that informs their training and assessment
- formal relevant qualifications in training and assessment
- having knowledge of and/or experience using the latest techniques and processes
- possessing the required level of RII training product knowledge
- having an understanding and knowledge of legislation and regulations relevant to the industry and to employment and workplaces
- demonstrating the performance evidence, and knowledge evidence outlined in this unit of competency, and
- the minimum years of current** work experience after competency has been obtained as specified below in an industry sector relevant to the outcomes of the unit.

It is also acceptable for the appropriately qualified assessor to work with an industry expert to conduct assessment together and for the industry expert to be involved in the assessment judgement. The industry expert must have current industry skills directly relevant to the training and assessment being provided. This means the industry subject matter expert must demonstrate skills and knowledge from the minimum years of current work experience after competency has been obtained as specified below, including time spent in roles related to the unit being assessed:

Industry sector	**AQF indicator level*** **	**Required assessor or industry subject matter expert experience**
Drilling, Metalliferous Mining, Coal Mining, Extractive (Quarrying) and Civil Infrastructure	1	1 year
	2	2 years
Drilling, Coal Mining, Extractive (Quarrying), Metalliferous Mining and Civil Infrastructure	3-6	3 years
Other sectors	Where this unit is being assessed outside of the resources and infrastructure sectors assessor and/or industry subject matter expert experience should be in-line with industry standards for the sector in which it is being assessed and where no industry standard is specified should comply with any relevant regulation.	

*Guidance on simulated environments has been stipulated in the Companion Volume Implementation Guide located on VETNet.

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**Assessors can demonstrate current work experience through employment within industry in a role relevant to the outcomes of the unit; or, for external assessors this can be demonstrated through exposure to industry by conducting a minimum number of site assessments as determined by the relevant industry sector, across various locations.

*** While a unit of competency does not have an AQF level, where a unit is being delivered outside of a qualification the first numeric character in the unit code should be considered as the AQF indicator level for assessment purposes.

Links

Companion Volume implementation guides is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=88a61002-9a21-4386-aaf8-69c76e675272

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RIIWHS205E Control traffic with stop-slow bat

Modification History

This unit replaces RIIWHS205D Control traffic with slow-stop bat. Significant endorseable amendments have been made to Elements, Performance Criteria, Foundation Skills, Performance Evidence and Knowledge Evidence to better reflect current industry practices and clarify training outcomes.

Application

This unit describes the skills and knowledge required to control vehicle and pedestrian traffic using stop-slow bats, hand signals and approved communication devices in the resources and infrastructure industries.

It applies to those working in operational roles. They generally work in teams in live traffic environments under some degree of supervision.

Note: The terms Occupational Health and Safety (OHS) and Work Health and Safety (WHS) are equivalent and generally either can be used in the workplace. In jurisdictions where the National Model WHS Legislation has not been implemented registered training organisations are advised to contextualise the unit of competency by referring to the existing state/territory OHS legislative requirements

Elements and Performance Criteria

ELEMENT	**PERFORMANCE CRITERIA**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare to control traffic	1.1 Select and wear personal protective equipment required for work activities 1.2 Access, interpret and confirm work instructions and plan work 1.3 Access, interpret and apply required workplace policies, procedures, jurisdictional safety and environmental protection requirements 1.4 Obtain and interpret site emergency procedures and prepare for accidents and emergencies 1.5 Select tools and equipment, check for serviceability, and rectify faults and report according to workplace policies and procedures
2. Control traffic and operate	2.1 Adjust approved communication devices according to site

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communication devices	requirements 2.2 Direct traffic using hand held stop-slow bat and visibly clear and unobstructed hand signals as required 2.3 Monitor traffic, make adjustments for changing traffic conditions and position waiting vehicles as required 2.4 Communicate messages to other personnel, confirm recipient understanding and clarify as required 2.5 Check and perform maintenance on approved communication devices according to requirements 2.6 Check communications contact after nominated period of non-contact 2.7 Report traffic offenders according to workplace policies and procedures
3. Conduct housekeeping activities	3.1 Confirm and remove signs and devices in line with job requirements and cover as required 3.2 Clean, check and store tools and equipment 3.3 Report environmental damage and potential for future damage as required

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

Skill	**Description**
Numeracy	• Applies basic mathematical problem solving processes, including simple addition, subtraction, multiplication and division
Oral communication	• Listens to short, explicit instructions for work procedures and asks questions to clarify and confirm
Reading	• Identifies and interprets information from workplace procedures, documentation, legislation and regulations
Technology	• Identifies purposes, specific functions and key features of common digital systems and tools and operates them as required
Writing	• Produces and completes workplace reports using appropriate vocabulary, grammatical structures and conventions

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Unit Mapping Information

Supersedes and is equivalent to RIIWHS205D Control traffic with stop-slow bat.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=88a61002-9a21-4386-aaf8-69c76e675272

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Assessment Requirements for RIIWHS205E Control traffic with stop-slow bat

Modification History

This unit replaces RIIWHS205D Control traffic with slow-stop bat. Significant endorseable amendments have been made to Elements, Performance Criteria, Foundation Skills, Performance Evidence and Knowledge Evidence to better reflect current industry practices and clarify training outcomes.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- Control traffic with a stop-slow bat according to traffic guidance schemes in a manner that is safe and follows workplace policies and procedures on at least two occassions, including:
  - directing pedestrian traffic, including at least one of the following:
    ~ pedestrians with mobility issues
    ~ pedestrians with prams
    ~ cyclists
  - using approved communication devices to transmit message and report traffic offenders, including the use of at least one of the following devices:
    ~ hand held radios
    ~ telephones.

During the above, the candidate must:

- coordinate operations with pilot vehicle in a shuttle flow work arrangement
- participate in risk assessment and management processes
- identify the type and scope of hazards and their impact and recommend risk control measures
- identify key environmental protection issues and describe required solutions
- locate and complete at least one incident report
- complete housekeeping requirements.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- risk assessment processes and hierarchy of control
- work instructions and procedures for planning work
- jurisdictional safety requirements relevant to temporary traffic management

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- environmental protection requirements
- site emergency procedures
- site and equipment safety requirements
- traffic control requirements and procedures for directing the following predestrian traffic groups:
  - pedestrians with mobility issues
  - pedestrians with prams
  - cyclists
- traffic guidance scheme and traffic management plan compliance
- communication device operations, including:
  - hand held radios
  - telephones
- traffic control equipment types, characteristics, technical capabilities and limitations
- operational and maintenance procedures for equipment
- site isolation and traffic control responsibilities and authorities
- the effects of travel speed and vehicle mass on stopping distances.

Assessment Conditions

Mandatory conditions for assessment of this unit are stipulated below. The assessment must:

- include access to:
  - stop-slow bat
  - personal protective equipment
  - hand held radio or telephone
- be conducted in a safe environment; and
- be assessed in context of this sector's work environment on a real live road setting under supervision; and
- be assessed in compliance with relevant legislation/regulation and using policies, procedures, processes and operational manuals directly related to the industry sector for which it is being assessed; and
- confirm consistent performance can be applied in a range of relevant workplace circumstances

Where personal safety or environmental damage are limiting factors, assessment may occur in a simulated work environment* provided it is realistic and sufficiently rigorous to cover all aspects of this sector’s workplace performance, including environment, task skills, task management skills, contingency management skills and job role environment skills.

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Assessor Requirements

Assessors must be able to clearly demonstrate current and relevant industry knowledge and experience to satisfy the mandatory competency standards as set out in the Standards for Registered Training Organisations (RTOs) 2015/Australian Quality Training Framework mandatory requirements for assessors current at the time of assessment and any relevant licensing and certification requirements. This includes:

- vocational competencies at least to the level being delivered and assessed
- current industry skills directly relevant to the training and assessment being provided
- current knowledge and skills in vocational training and learning that informs their training and assessment
- formal relevant qualifications in training and assessment
- having knowledge of and/or experience using the latest techniques and processes
- possessing a high level of RII training product knowledge
- having an understanding and knowledge of legislations and regulations relevant to the industry and to employment and workplaces
- demonstrating the performance evidence, and knowledge evidence as outlined in this unit of competency, and
- the minimum years of current** work experience after competency has been obtained as specified below in an industry sector relevant to the outcomes of the unit.

It is also acceptable for the appropriately qualified assessor to work with an industry expert to conduct assessment together and for the industry expert to be involved in the assessment judgement. The industry expert must hold the relevant vocational competencies and have current industry skills directly relevant to the training and assessment being provided and must work alongside a trainer and/or assessor to conduct the assessment. This means the industry subject matter expert should hold the unit being assessed (or an equivalent unit), and must also demonstrate skills and knowledge from the minimum years of current work experience after competency has been obtained as specified below, including time spent in roles related to the unit being assessed:

Industry sector	**AQF indicator level*** **	**Required assessor or industry subject matter expert experience**
Drilling, Metalliferous Mining, Coal Mining, Extractive (Quarrying) and Civil Construction	1	1 year
	2	2 years
Drilling, Coal Mining and Extractive (Quarrying), Metalliferous Mining and Civil Construction	3-6	3 years
Other sectors	Where this unit is being assessed outside of the resources and infrastructure sectors assessor and/or industry subject matter expert experience should be in-line with industry standards for the sector in which it is being assessed and where no industry standard is specified should comply with any	

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	relevant regulation.

*Guidance on simulated environments has been stipulated in the RII Companion Volume Implementation Guide located on VETNet.

**Assessors can demonstrate current work experience through employment within industry in a role relevant to the outcomes of the unit; or, for external assessors this can be demonstrated through exposure to industry by conducting a minimum number of site assessments as determined by the relevant industry sector, across various locations.

*** While a unit of competency does not have an AQF level, where a unit is being delivered outside of a qualification the first numeric character in the unit code should be considered as the AQF indicator level for assessment purposes.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=88a61002-9a21-4386-aaf8-69c76e675272

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SIRRINV001 Receive and handle retail stock

Modification History

Not applicable.

Application

This unit describes the performance outcomes, skills and knowledge required to receive and store retail stock. It requires the ability to check stock quality and quantity against order requirements; store or present stock correctly; and maintain cleanliness of stock-handling areas.

This unit applies to all retail sectors and business sizes from large format stores to small independents. It applies to frontline personnel who have limited autonomy and work under close supervision and guidance of others in frontline operational roles. However; in smaller retail businesses, senior personnel also undertake this function.

No occupational licensing, certification or specific legislative requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Competency Field

Inventory

Unit Sector

Retail

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Maintain stock handling and storage	1.1.Maintain cleanliness of stock handling and storage areas. 1.2.Ensure correct environmental conditions for storage of

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areas.	perishable and other stock to prevent loss or damage as required. 1.3. Remove and dispose of waste to minimise safety risks and environmental impacts. 1.4. Report hazards and potential hazards to relevant personnel to minimise safety risks.
2. Accept stock delivery.	2.1. Check incoming stock quantities against order documentation. 2.2. Inspect incoming stock quality, and accurately report quality issues or damage to relevant personnel. 2.3. Record stock delivery, and report discrepancies with orders as required. 2.4. Unpack and handle stock according to manufacturer instructions and safe manual handing techniques to avoid personal health risk and stock damage. 2.5. Store or display stock promptly in designated location.
3. Replenish stock levels.	3.1. Rotate, replenish and present stock according to organisational requirements for stock levels. 3.2. Record stock waste or shrinkage according to organisational procedures. 3.3. Maintain optimal stock levels on retail shop floor.

Foundation Skills

Foundation skills essential to performance in this unit, but not explicit in the performance criteria are listed here, along with a brief context statement.

Reading skills to:	• interpret:
	  • plain English documents that outline organisational policies and procedures for stock control
	  • basic order and delivery documentation and stock labels.

Numeracy skills to:	• calculate stock levels.
Planning and organising skills to:	• complete stock control activities in a logical and time efficient sequence.
Technology skills to:	• use stock control technology to aid stock control processes.

Unit Mapping Information

No equivalent unit.

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ca051b1b-5101-4ec2-ac1c-49699303188d

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Assessment Requirements for SIRRINV001 Receive and handle retail stock

Modification History

Not applicable.

Performance Evidence

Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and:

- follow organisational policies and procedures, safe work practices and manufacturer instructions to perform each of the following stock control procedures:
  - receive and process incoming stock
  - store retail stock
  - maintain retail stock levels
  - maintain stock delivery records
- follow organisational stock control policies and procedures to process stock in each of the following situations:
  - stock quality is poor
  - stock quantity errors
  - incorrect stock is delivered
- maintain stock handling and storage areas, according to organisational policies and procedures, when completing the above stock control activities.

Knowledge Evidence

Demonstrated knowledge required to complete the tasks outlined in the elements and performance criteria of this unit:

- principles of stock control procedures:
  - rotation and replenishment
  - product life cycle
- organisational stock control policies and procedures for:
  - receiving stock from suppliers
  - recording incoming stock
  - recording and reporting stock discrepancies and quality issues
  - recording stock waste and shrinkage
  - stock quality standards
  - unpacking, storage and display of stock
  - damaged or missing stock

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- key features of retail products that relate to handling and storage:
  - handling techniques to minimise damage
  - general care
  - optimum storage conditions
  - features of damaged or spoiled stock
  - correct disposal methods
- safe manual handing techniques for moving and storing retail stock
- relevant legislation and standards relevant to receiving and storing retail stock.

Assessment Conditions

Skills must be demonstrated in a retail environment. This can be:

- an industry workplace
- a simulated industry environment.

Assessment must ensure use of:

- manufacturer instructions for stock handling and storage
- organisational policies and procedures for stock handling and control
- retail stock display areas
- range of retail stock
- stock control documentation
  - delivery dockets
  - orders
  - reporting documentation
- stock receiving bay or area
- stock storage areas
- assessment activities that allow the individual to:
  - work within commercial speed, timing and productivity
  - manage tasks and contingencies in the context of the job role.

Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors.

Links

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SIRRINV002 Control stock

Modification History

Not applicable.

Application

This unit describes the performance outcomes, skills and knowledge required to process stock orders, maintain stock levels, minimise stock losses, manage stocktakes and maintain all documents that relate to the administration of any type of stock.

This unit applies to individuals responsible for stock control. They work within organisational systems and procedures, but make decisions about stock administration and may have responsibility for others.

No occupational licensing, certification or specific legislative requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Competency Field

Inventory

Unit Sector

Retail

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Monitor stock receipt and dispatch.	1.1. Implement organisational policies and procedures for receipt, dispatch and secure storage of stock. 1.2. Allocate tasks and monitor staff to ensure organisational procedures are followed, and documentation is completed

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	correctly. 1.3. Confirm that stock quantity and quality inspections on receipt meet organisational standards. 1.4. Act on variations to quantity and quality of delivered stock. 1.5. Supervise safe stock handling and storage.
2. Maintain stock records.	2.1. Monitor stock and maintain stock at required levels. 2.2. Maintain, monitor and adjust stock reorder cycles as required. 2.3. Provide clear information to team members about individual stock recording responsibilities. 2.4. Maintain stock storage and movement records. 2.5. Record and report stock discrepancies. 2.6. Monitor stock performance and identify and report fast and slow-selling items.
3. Process and follow up orders.	3.1. Process and raise stock orders according to organisational procedures. 3.2. Monitor delivery of stock to ensure agreed deadlines and inventory requirements are met. 3.3. Liaise with suppliers to ensure continuity of supply. 3.4. Resolve routine supply problems or refer to appropriate personnel for action. 3.5. Distribute stock within the organisation according to required allocations. 3.6. Handle routine supply problems or refer to management as required by store policy.
4. Minimise stock losses.	4.1. Regularly check storage of stock and ensure its protection. 4.2. Identify, record and report stock losses. 4.3. Identify avoidable losses and establish reasons for them. 4.4. Recommend solutions and implement procedures to prevent future losses.
5. Coordinate stocktake or cyclical count.	5.1. Explain procedures for stocktake and cyclical counts to team members. 5.2. Allocate stocktaking tasks to individual team members ensuring effective use of staff resources to complete task. 5.3. Provide team members with clear directions for performance of each task. 5.4. Produce accurate reports for management on stocktake data, including discrepancies.

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Foundation Skills

Foundation skills essential to performance in this unit, but not explicit in the performance criteria are listed here, along with a brief context statement.

SKILLS	DESCRIPTION
Reading skills to:	• interpret supplier purchasing agreements, purchase orders, records of incoming stock and organisational policies and procedures for stock control.

Numeracy skills to:	• calculate:
	  • supplier costs and complex order costs
	  • complex details of stock on hand and stock losses and produce complex numerically-based reports
	• reconcile incoming stock and invoices against purchase orders.

Technology skills to:	• use business technology for inventory management.

Unit Mapping Information

No equivalent unit.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ca051b1b-5101-4ec2-ac1c-49699303188d

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Assessment Requirements for SIRRINV002 Control stock

Modification History

Not applicable.

Performance Evidence

Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and:

- maintain and order stock across one stock cycle according to organisational procedures using all of the following stock processes:
  - receipt
  - dispatch
  - ordering
  - stock level monitoring
  - records maintenance
- produce three different stock control reports
- organise and coordinate one stocktake or cyclical count
- provide clear and correct information to team members involved in stock control processes.

Knowledge Evidence

Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:

- organisational policies and procedures for:
  - receipt and dispatch of goods, including inspection for quantity and quality
  - stock ordering and reordering
  - stock replenishment
  - stock rotation
  - reporting of stock discrepancies, damage and loss
  - safe transport, handling and storage of goods
  - stock control
  - stocktaking and cyclical counts
  - pricing, labelling and packaging
  - stock security
- key aspects of legislation and codes of practice relevant to stock control:
  - Australian Consumer Law
  - Work Health and Safety (WHS)

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  - manual handling
  - licensing for mechanical movement of stock
- principles of stock control:
  - rotation and replenishment
  - product life cycle
- impact of business planning and sales forecasts on stock control
- types of stock control systems used in the sector
- reasons for stock loss and damage and methods to control these and protect stock.

Assessment Conditions

Skills must be demonstrated in a retail environment. This can be:

- an industry workplace
- a simulated industry environment.

Assessment must ensure access to:

- current plain English regulatory documents distributed by government regulators outlining key aspects of legislation and codes of practice relevant to stock control as listed in Knowledge Evidence
- a computerised stock control system
- stock for use in stock control activities
- organisational policies and procedures for stock control
- team members; these can be:
  - individuals in an industry workplace, or
  - individuals who participate in role plays or simulated activities, set up for the purpose of assessment, in a simulated industry environment.

Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ca051b1b-5101-4ec2-ac1c-49699303188d

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SIRRMER003 Coordinate visual merchandising activities

Modification History

Not applicable.

Application

This unit describes the performance outcomes, skills and knowledge required to coordinate store visual merchandising activities and ensure adherence to organisational standards, policies and procedures for the display of merchandise.

It applies to individuals working in frontline roles in a diverse range of retail industry sectors and business contexts that display retail products for sale. They operate with independence and under limited supervision and guidance from others, and within established organisational policies and procedures.

No occupational licensing, certification or specific legislative requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Competency Field

Merchandising

Unit Sector

Retail

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Coordinate visual merchandise requirements.	1.1. Access and interpret organisational visual merchandising guidelines, and policies and procedures. 1.2. Communicate visual merchandising standards and display

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	requirements to team members. 1.3. Plan appropriate timing for producing and dismantling visual merchandise displays. 1.4. Communicate roles and responsibilities for visual merchandising to team members. 1.5. Plan and coordinate promotional and special event displays as directed by management.
2. Supervise visual merchandise activities.	2.1. Supervise construction and maintenance of displays to achieve balance and visual impact. 2.2. Ensure display information accurately depicts product or service being promoted. 2.3. Ensure displays are completed with minimum disruption to customer service and traffic flow. 2.4. Ensure displays meet organisational standards and visual merchandise guidelines. 2.5. Regularly monitor replenishment of merchandise and rotation of stock and take action to ensure optimal stock levels as required.
3. Review impact of visual merchandise activities.	3.1. Evaluate promotions or special event displays and determine impact on sales results. 3.2. Report on visual merchandising activities to relevant personnel and make suggestions for improvements as required.

Foundation Skills

Foundation skills essential to performance in this unit, but not explicit in the performance criteria are listed here, along with a brief context statement.

SKILLS	DESCRIPTION
Problem solving skills to:	• overcome difficulties relevant to the display of merchandise.

Unit Mapping Information

No equivalent unit.

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Links

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Assessment Requirements for SIRRMER003 Coordinate visual merchandising activities

Modification History

Not applicable.

Performance Evidence

Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and:

- follow merchandising display guidelines, and organisational policies and procedures to coordinate visual merchandise activities for two of the following:
  - an existing merchandise range
  - a new merchandise range
  - a seasonal merchandise range
  - a promotional event
  - discounted merchandise
- for each of the above visual merchandising activities:
  - communicate requirements with team members
  - monitor visual merchandising displays and standards
- report on the effectiveness of the above merchandising activities.

Knowledge Evidence

Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:

- organisational policies and procedures for:
  - merchandise labelling and pricing
  - required stock levels
  - merchandise rotation and replenishment
- organisational visual merchandise standards and guidelines and their application to visual merchandising activities
- key aspects of relevant industry codes of practice, legislation and statutory requirements for coordinating merchandise presentation:
  - Australian Consumer Law
  - Work Health and Safety (WHS)
- objectives and use of visual merchandise displays
- interpretation of scaled versions of store design, layout and fixture placements
- techniques for creating effective visual merchandise displays:
  - types of displays and their impact

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    - display location
    - display lighting
    - display signage
- fundamental elements and principles of visual design and their use in the display and merchandise of products
- commercial impact of incorrect pricing both favourable and unfavourable:
    - customer complaints
    - profitability
- safe work practices for displaying merchandise with particular emphasis on:
    - safe use of equipment
    - safe manual handling techniques for bending, lifting and shifting heavy items
- product knowledge relevant to visual merchandise activities:
    - price
    - features
    - benefits.

Assessment Conditions

Skills must be demonstrated in a retail environment. This can be:

- an industry workplace
- a simulated industry environment.

Assessment must ensure access to:

- retail merchandise
- display areas
- retail display equipment and props
- product labels and price tickets
- ticketing and pricing equipment
- relevant documentation:
    - organisational visual merchandise display guidelines
    - organisational policies and procedures for:
        - merchandise labelling and pricing
        - required stock levels
        - merchandise rotation and replenishment
    - relevant industry codes of practice, legislation and statutory requirements for coordinating merchandise presentation:
        - Australian Consumer Law
        - Work Health and Safety (WHS)
- team members; these can be:
    - individuals in an industry workplace, or

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- individuals who participate in role plays or simulated activities, set up for the purpose of assessment, in a simulated industry environment.

Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ca051b1b-5101-4ec2-ac1c-49699303188d

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SIRRRTF001 Balance and secure point-of-sale terminal

Modification History

Not applicable.

Application

This unit describes the performance outcomes, skills and knowledge required to balance and reconcile a register or terminal in a retail environment, clear registers, count money, calculate non cash transactions, and reconcile and record takings.

It applies to individuals working in frontline operational roles in a diverse range retail industry sectors and business contexts. They operate with some independence under general supervision and guidance from others, and within established organisational policies and procedures.

No occupational licensing, certification or specific legislative requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Competency Field

Retail Financials

Unit Sector

Retail

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Balance and secure takings.	1.1. Perform register or terminal balance at designated times. 1.2. Separate cash float from takings prior to balancing and secure takings.

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	1.3.Supply change to register or terminal and accurately record. 1.4.Obtain and interpret register or terminal reading or print-out. 1.5.Secure cash and non cash documents according to organisational procedures.
2. Reconcile takings.	2.1.Count cash accurately. 2.2.Calculate non cash documents accurately. 2.3.Determine balance between register or terminal reading and sum of cash and non cash transactions. 2.4.Investigate or report discrepancies between register or terminal reading and sum of cash and non cash transactions to relevant personnel. 2.5.Record takings and file records according to organisational procedures.

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

No equivalent unit.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ca051b1b-5101-4ec2-ac1c-49699303188d

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Assessment Requirements for SIRRRTF001 Balance and secure point-of-sale terminal

Modification History

Not applicable.

Performance Evidence

Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and:

- consistently apply organisational policies and procedures to:
  - balance a register or terminal on three occasions with complete accuracy
  - reconcile three different sets of takings comprising both cash and non-cash with complete accuracy
  - identify and resolve three different types of balancing discrepancies
  - process three different types of takings according to organisational policies and procedures.

Knowledge Evidence

Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:

- role and importance of the balancing process
- techniques for identifying and resolving discrepancies
- functions and procedures for operating point-of-sale equipment:
  - opening and closing
  - balancing
  - clearance of terminal and transference of tender
  - recording takings
  - consumables required by system
  - security
- cash handling procedures:
  - counting cash
  - handling cash floats
  - change required, denominations of change and tendering change
  - security
- organisational policies and procedures for non-cash transactions:
  - credit cards
  - EFTPOS

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  - vouchers
- organisational policies and procedures for:
  - exchanges
  - refunds
  - lay-by
  - cash handling
  - cash float
  - operation of point-of-sale equipment
  - register or terminal balance
  - security of cash and non cash transactions.

Assessment Conditions

Skills must be demonstrated in a retail environment. This can be:

- an industry workplace
- a simulated industry environment.

Assessment must ensure access to:

- organisational policies and procedures related to point-of-sale
- point-of-sale equipment and consumables
- financial transaction documentation for non-cash sales
- cash
- assessment activities that allow the individual to work with commercial speed, timing and productivity.

Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ca051b1b-5101-4ec2-ac1c-49699303188d

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SIRWSLS001 Process product and service data

Modification History

Not applicable.

Application

This unit describes the performance outcomes, skills and knowledge required to use business technology to maintain and process business to business sales, customer service and related product data.

This unit applies to sales and administrative staff who work under supervision and within established administration policies and procedures.

No occupational licensing, certification or specific legislative requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Competency Field

Sales

Unit Sector

Wholesale

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Follow data processing procedures.	1.1. Source and report product and service data using features of business technology and systems. 1.2. Store, retrieve and relay data according to business technology and information management systems. 1.3. Process product and service data according to organisational

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	policies and procedures for confidentiality, security and systems access.
2. Monitor customer sales.	2.1. Monitor product mix for each customer and identify potential add-on sales. 2.2. Access and interpret customer sales figures and identify success of current sales and supply targets. 2.3. Obtain and enter information affecting future forecasts into database in an accurate and timely manner. 2.4. Use organisational technologies to gather data from the field to expedite sales and provide real time feedback to customers.
3. Maintain product database.	3.1. Maintain accurate and current details of products and services in product database. 3.2. Collect and correctly process latest data. 3.3. Follow security procedures for access to database. 3.4. Build and maintain data records. 3.5. Identify and resolve data discrepancies and refer complex issues to relevant personnel. 3.6. Collect product or service information for reporting purposes, using appropriate technology. 3.7. Generate accurate and complete reports in line with business requirements.
4. Determine customer needs from data.	4.1. Establish volume of products purchased by individual customers and use data to anticipate future requirements and preferences. 4.2. Provide timely and accurate reports to customers that can enhance decision-making on provision of products and services.

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

No equivalent unit.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ca051b1b-5101-4ec2-ac1c-49699303188d

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Assessment Requirements for SIRWSLS001 Process product and service data

Modification History

Not applicable.

Performance Evidence

Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and:

- use business technology and systems according to organisational policies and procedures to:
  - establish and report on the sales activity and potential future needs of three different business customers
  - accurately update three different types of information in the business system or product database
  - generate three different types of reports from the business system.

Knowledge Evidence

Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:

- organisational policies and procedures for:
  - data processing – input and retrieval
  - data security, storage and privacy
  - databased maintenance
  - sales monitoring
  - system reporting
  - evaluation of product and service performance
  - reporting mechanisms
  - supply and distribution of products or services
  - use and maintenance of customer and sales data
- work health and safety (WHS) requirements for use of office equipment
- different types of product and service data
- different types of customers, and product and services offered
- factors determining customer preferences
- purpose, range and use of sales system reports.

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Assessment Conditions

Skills must be demonstrated in a wholesale environment. This can be:

- an industry workplace
- a simulated industry environment.

Assessment must ensure access to:

- a computerised business sales system and associated documentation, product information and customer records
- organisational policies and procedures for sales system administration.

Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ca051b1b-5101-4ec2-ac1c-49699303188d

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SIRXCEG001 Engage the customer

Modification History

Not applicable.

Application

This unit describes the performance outcomes, skills and knowledge required to interact and communicate with a diverse range of customers to assist with basic enquiries and contribute to a service culture.

It applies to individuals working in frontline customer service roles in a diverse range of industry sectors and business contexts. They operate with some independence under general supervision and guidance from others, and within established organisational policies and procedures.

No occupational licensing, certification or specific legislative requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Competency Field

Customer Engagement

Unit Sector

Cross-Sector

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Engage customers.	1.1. Greet customers in a polite and friendly manner within designated response times and make them a priority over other workplace duties.

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	1.2. Clearly communicate with customers using appropriate verbal and non-verbal communication.
	1.3. Adapt communication style to appropriately communicate with customers from diverse backgrounds.
2. Assist customers.	2.1. Identify and act on opportunities to assist customers and be available to assist customers when needed.
	2.2. Question and actively listen to customers to determine their needs.
	2.3. Resolve routine customer problems according to individual responsibility level and organisational policies and procedures.
	2.4. Address general customer enquiries and provide accurate information in a clear and courteous manner.
3. Contribute to a service culture.	3.1. Act in line with organisational service standards to ensure quality customer service.
	3.2. Show interest in customer's needs and maintain a welcoming customer environment free of complacency.
	3.3. Seek assistance from relevant personnel when customer's needs are beyond scope of own responsibility.
	3.4. Identify and take opportunities to improve customer service standards.
	3.5. Refer customer service issues and feedback to relevant personnel for action.

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

No equivalent unit.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ca051b1b-5101-4ec2-ac1c-49699303188d

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Assessment Requirements for SIRXCEG001 Engage the customer

Modification History

Not applicable.

Performance Evidence

Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and:

- contribute to a customer service culture by providing customer service, in line with organisational service standards, across four different customer interactions
- for the above four customer interactions, individually or cumulatively involve:
  - customers from diverse backgrounds
  - resolution of two routine customer problems
  - provision of accurate information to address two general customer enquiries
  - referral of unresolved customer enquiry
  - use of effective communication techniques and positive body language.

Knowledge Evidence

Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:

- organisational service standards and procedures for:
  - designated customer service response times
  - interacting with customers
  - solving routine customer problems
  - providing information to customers
- basic principles for achieving positive customer service
- verbal and non-verbal communication
- techniques for effective communication:
  - open and closed questioning
  - paraphrasing
  - effective listening
  - voice tonality and volume
- body language and its role in customer service
- effective communication strategies for interacting with customers of diverse backgrounds
- commercial impact of:
  - positive customer service
  - poor customer service

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- organisational information and sources of information to assist customer with customer enquiries.

Assessment Conditions

Skills must be demonstrated in a services industry environment. This can be:

- an industry workplace
- a simulated industry environment.

Assessment must ensure access to:

- relevant documentation:
  - organisational service standards and procedures for:
    - designated customer service response times
    - interacting with customers
    - solving routine customer problems
    - providing information to customers
- customers from a diverse range of backgrounds; these can be:
  - individuals in an industry workplace, or
  - individuals who participate in role plays or simulated activities, set up for the purpose of assessment, in a simulated industry environment.

Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ca051b1b-5101-4ec2-ac1c-49699303188d

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SIRXCEG003 Build customer relationships and loyalty

Modification History

Not applicable.

Application

This unit describes the performance outcomes, skills and knowledge required to build customer relationships and foster customer loyalty.

It applies to individuals working in frontline customer service roles in a diverse range of industry sectors and business contexts. They operate with independence and under limited supervision and guidance from others, and within established organisational policies and procedures.

No occupational licensing, certification or specific legislative requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Competency Field

Customer Engagement

Unit Sector

Cross-Sector

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Develop relationships with customers.	1.1. Provide personalised service to customers in a professional manner that promotes repeat business. 1.2. Identify repeat business and acknowledge customer return. 1.3. Provide tailored recommendations for products and services

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	based on known individual customer needs.
2. Generate customer loyalty.	2.1. Convert customers to brand advocates through exemplary customer service. 2.2. Inform customers of benefits associated with promotions and loyalty programs as required. 2.3. Identify trends in customer demands for products and services and communicate with relevant personnel to ensure availability.
3. Deal with escalated customer complaints.	3.1. Clarify information regarding escalated customer complaints referred from team members. 3.2. Take action to pacify customer maintaining a calm and professional manner. 3.3. Identify source of customer dissatisfaction and seek appropriate solutions in consultation with the customer. 3.4. Ensure the customer is satisfied with solutions and offer compensation in line with level of responsibility.

Foundation Skills

Foundation skills essential to performance in this unit, but not explicit in the performance criteria are listed here, along with a brief context statement.

SKILLS	DESCRIPTION
Reading skills to:	• interpret plain English documents that outline organisational policies and procedures relevant to customer service.
Initiative and enterprise skills to:	• identify and act on opportunities to enhance a customer's experience.

Unit Mapping Information

No equivalent unit.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ca051b1b-5101-4ec2-ac1c-49699303188d

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Assessment Requirements for SIRXCEG003 Build customer relationships and loyalty

Modification History

Not applicable.

Performance Evidence

Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and:

- provide current, accurate and relevant information and assistance to four different customers regarding the following to build customer brand loyalty:
  - promotional activities
  - products and services
  - brand or business customer benefits
- identify trends in customer purchasing patterns and make recommendations that enhance customer service and loyalty
- take appropriate action to resolve two escalated customer complaints.

Knowledge Evidence

Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:

- techniques for:
  - providing personalised extemporary customer service
  - anticipating customer preferences, needs and expectations throughout the service experience
  - building customer loyalty
  - resolving escalated customer complaints
  - pacifying dissatisfied customers
- commercial benefits of building customer relationships and loyalty
- industry and organisational:
  - professional service standards
  - attitudes and attributes expected when engaging with customers
  - different customer service needs and expectations
  - types of customer benefits
  - essential features and use of customer databases
- key aspects of Australian consumer and privacy law as relevant to customer interactions.

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Assessment Conditions

Skills must be demonstrated in a services industry environment. This can be:

- an industry workplace
- a simulated industry environment.

Assessment must ensure access to:

- relevant documentation:
  - industry and organisational:
    - professional service standards
    - attitudes and attributes expected when engaging with customers
    - different customer service needs and expectations
    - types of customer benefits
- current plain English regulatory documents distributed by government regulators for:
  - Australian Consumer Law
  - privacy law
- customers; these can be:
  - individuals in an industry workplace, or
  - individuals who participate in role plays or simulated activities, set up for the purpose of assessment, in a simulated industry environment.

Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ca051b1b-5101-4ec2-ac1c-49699303188d

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SIRXCEG005 Maintain business to business relationships

Modification History

Not applicable.

Application

This unit describes the performance outcomes, skills and knowledge required to develop and maintain relationships with business customers by identifying customer needs and improving outcomes.

It applies to individuals working in customer service roles in a diverse range of wholesale businesses. They operate with independence and under limited supervision and guidance from others, and within established organisational policies and procedures.

No occupational licensing, certification or specific legislative requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Competency Field

Customer Engagement

Unit Sector

Cross-Sector

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Maintain contact with business customers.	1.1. Confirm relevant contact personnel for each business or account customer. 1.2. Document and maintain currency of contact details. 1.3. Participate in, and contribute to, team activities to

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	provide services to business customers. 1.4. Identify and build external relationships to improve supply chain efficiency. 1.5. Maintain business customer contact according to organisational policies and procedures.
2. Identify business customer needs.	2.1. Confirm the mechanisms to identify business customer needs. 2.2. Consult relevant customer contacts to review their business needs. 2.3. Review current business and promotional activities, and determine future needs for individual customers. 2.4. Outline and confirm trading terms for specific business customers. 2.5. Confirm and apply organisational pricing policies and procedures. 2.6. Process information about business using the latest forecasts of current and future trends.
3. Improve business customer outcomes and business relationships.	3.1. Report, promote and advocate for the needs of business customers and end consumers within the organisation. 3.2. Identify and use quality assurance and compliance procedures to qualify and quantify business customer needs. 3.3. Identify and discuss ideas about improving sales service and performance with colleagues and customers 3.4. Ensure the standards of quality required to meet business customer service needs and expectations are met. 3.5. Recognise deficiencies in service provided to business customers and rectify to customer satisfaction in line with own level of responsibility. 3.6. Anticipate future needs of business customers and plan and document activities accordingly. 3.7. Provide regular, effective and targeted feedback to business customers regarding services and the value that is provided.

Foundation Skills

Foundation skills essential to performance in this unit, but not explicit in the performance criteria are listed here, along with a brief context statement.

SKILLS	DESCRIPTION

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Technology skills to:

- source information about current and future trends.

Unit Mapping Information

No equivalent unit.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ca051b1b-5101-4ec2-ac1c-49699303188d

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Assessment Requirements for SIRXCEG005 Maintain business to business relationships

Modification History

Not applicable.

Performance Evidence

Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and:

- build sustainable relationships with two business customers, and for each customer:
  - identify specific needs
  - determine options to meet needs
  - select and use communication strategies suited to the customer
  - confirm trading terms according to organisational policies and procedures.
  - develop and document activities for improved customer outcomes and relationship.

Knowledge Evidence

Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:

- organisational policies and procedures for:
  - building relationships with business customers
  - pricing
- factors that impact business to business relationships
- interpersonal communication techniques that facilitate:
  - building sustainable relationships with business customers
  - consultation on needs
  - negotiation
  - presentation
- sources of information on:
  - product and supply arrangements for customers
  - current and future trends
- different types of promotional activities and their features in a business to business context
- factors that impact trading terms:
  - continuous improvement
  - due diligence requirements
  - infrastructure and capital outlay requirements
  - intellectual property and technology rights

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  - market position
  - organisational systems integration and compatibility
  - planning cycles and timing
  - risk sharing
  - supply chain management
  - agreed terms and conditions
- key aspects of legislation that impact sales work in a business-to-business context including Australian Consumer Law.

Assessment Conditions

Skills must be demonstrated in a services industry environment. This can be:

- an industry workplace
- a simulated industry environment.

Assessment must ensure access to:

- sources of product information
- organisational policies and procedures for:
  - building relationships with business customers
  - pricing
- forecasts for current and future market trends
- business customers with different requirements; these can be:
  - individuals in an industry workplace, or
  - individuals who participate in role plays or simulated activities, set up for the purpose of assessment, in a simulated industry environment.

Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ca051b1b-5101-4ec2-ac1c-49699303188d

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SIRXQUA001A Develop innovative ideas at work

Modification History

The version details of this endorsed unit are in the table below. The latest information is at the top.

Release	Comments
Second Release	Editorial updates

Unit Descriptor

This unit describes the performance outcomes, skills and knowledge required to systematically generate and develop innovative ideas in the workplace.

Application of the Unit

This unit applies to team members who are encouraged develop innovative ideas in the workplace. It requires the skills to interpret or observe a need and develop a detailed idea. It involves the creative generation and discussion of a number of ideas or solutions, accepting positive and negative feedback, and testing ideas in order to establish and present a workable outcome that meets the needs of the end user.

Licensing/Regulatory Information

No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

Pre-Requisites

Nil

Employability Skills Information

This unit contains employability skills.

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Elements and Performance Criteria Pre-Content

Elements and Performance Criteria

Element	Performance Criteria
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.
1. Interpret the need for innovation.	1.1. Observe the need for ***innovation*** within workplace context. 1.2. Challenge assumptions about products and processes to identify opportunities for innovation. 1.3. Project possible future contexts and environments for the innovation. 1.4. Define ***end user requirements***. 1.5. Identify ***resources and constraints***. 1.6. Research ***factors and ethical considerations*** that may impact on the idea. 1.7. Access relevant ***organisational knowledge***.
2. Generate ideas.	2.1. Conceptualise ideas using a range of ***creative thinking techniques***. 2.2. Apply relevant knowledge to explore a range of approaches. 2.3. Seek ***stimulation from alternative sources***. 2.4. Test ideas against brief and other factors. 2.5. Select preferred option.
3. Collaborate with others.	3.1. Develop ideas in conjunction with ***relevant people***. 3.2. Seek and accept ***feedback*** from relevant people in an appropriate fashion. 3.3. Modify ideas according to feedback. 3.4. Maintain and utilise a ***network of peers*** to discuss ideas.
4. Analyse and reflect on ideas.	4.1. Analyse ideas from different perspectives. 4.2. Use appropriate strategies to capture ***reflections***. 4.3. Examine ideas to ensure they meet context requirements, best practice and future needs. 4.4. Allow time for the development and analysis of ideas.
5. Represent ideas.	5.1. Select an appropriate ***communication technique*** for the target ***audience***. 5.2. Develop the ***presentation of the idea*** with the audience in mind. 5.3. Present the idea to educate and inform the client.

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	5.4. Modify the idea according to client feedback.
6. Evaluate ideas.	6.1. ***Review*** ideas using appropriate ***evaluation methods*** to ensure they meet required needs.
	6.2. Modify ideas as required.

Required Skills and Knowledge

This section describes the essential skills and knowledge and their level, required for this unit.

Required skills

- interpersonal skills to:
  - collaborate with others and represent ideas through clear and direct communication
  - ask questions to identify and confirm requirements
  - use language and concepts appropriate to cultural differences
  - use and interpret non-verbal communication
  - work within teams
- analytical and lateral thinking skills to examine self and external factors

Required knowledge

- relevant technical knowledge
- broad industry and market knowledge
- organisational culture
- social, environmental and work culture impacts
- principles of innovation

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 Package.

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

Evidence of the following is essential:

- interprets the need for innovation in the workplace
- identifies resources and constraints and researches affecting factors when generating innovative ideas
- generates ideas using creative thinking techniques
- tests ideas against brief and other relevant factors
- presents and discusses ideas with relevant people
- seeks feedback and modifies ideas accordingly

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	• analyses and reflects on ideas to ensure they meet end user requirements • presents ideas using appropriate communication methods • reviews and modifies idea using appropriate evaluation methods.
Context of and specific resources for assessment	Assessment must ensure access to: • a real or simulated work environment • relevant documentation, such as store policy and procedures manuals • a range of communication equipment.
Methods of assessment	A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit: • observation of performance in the workplace • third-party reports from a supervisor • a detailed case study • written or verbal questioning to assess knowledge and understanding • review of portfolios of evidence and third-party workplace reports of on-the-job performance.
Guidance information for assessment	Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended.

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.

Innovation may include:	• generating new ideas or solutions • developing new uses for old ideas and making them useful or a means of improvement.
End user requirements may refer to:	• who will be using the end product • why the product or process is needed • how will it be used • advantages will it provide • where it will be used.
Resources and constraints may	• time required

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include:	• costs • equipment • human resources • work culture • management practice • technology needed.
Factors and ethical considerations may include:	• aesthetic requirements • functionality • information available • WHS • environmental considerations.
Organisational knowledge may include:	• technical knowledge • information gained from books and audiovisual resources • knowledge from different work areas • informatin from work colleagues • work processes • product • materials • systems • tools • working conditions.
Feedback may be:	• formal or informal • verbal • in writing • in groups • individual.
Creative thinking techniques may include:	• brainstorming • visualising • making associations • building on associations • telling stories • creative writing • lateral thinking games • mind mapping, drawings • six thinking hats • using prompts.
Stimulation from alternative sources may include:	• reading books and industry journals • talking with colleagues and friends

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	• visiting art galleries and museums • going to industry workshops • networks.
Relevant people may include:	• colleagues • team members • supervisors • managers • the client.
Maintaining a ***network of peers*** may include:	• participating in forums • participating in industry training • attending workshops • becoming a member of a network.
Capture of ***reflections*** may include:	• mind mapping • assessing alternatives • drawing comparisons • imagining possible outcomes • imagining best and worst case scenarios.
Communication techniques may include:	• writing a proposal • building a model • showing a film • presenting a talk • preparing a report • drawing a diagram.
The ***audience*** may include:	• external contacts • internal contacts, such as management and other team members • groups or individuals • people from a range of social, cultural and ethnic backgrounds and with varying physical and mental abilities.
Presentation of ideas may include:	• helping the client visualise and understand the idea • actively listening • asking questions • accepting others opinions • explaining the proposal • clarifying details.
Formal review of the idea may involve:	• checking that the idea can be implemented • that it meets the client and end user needs • best practice

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- financial requirements
- resource requirements.

Evaluation methods may include:

- developing checklists
- discussing the process with colleagues or supervisors
- writing a report of the outcomes.

Unit Sector(s)

Cross-Sector

Competency field

Quality and Innovation

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SIRXSLS001 Sell to the retail customer

Modification History

Not applicable.

Application

This unit describes the performance outcomes, skills and knowledge required to deliver quality customer service and sell to retail customers. It requires the ability to determine customer needs, match products and services to their needs, and facilitate a sale.

This unit applies to all retail sectors and business sizes from large format stores to small independents. It applies to retail personnel at all levels who play a role in engaging with customers with the purpose of selling.

No occupational licensing, certification or specific legislative requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Competency Field

Sales

Unit Sector

Cross-Sector

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Establish customer needs.	1.1. Connect with the customer within designated response times and establish rapport. 1.2. Use questioning and active listening to facilitate effective two-way communication.

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	1.3. Observe and determine appropriate level of interaction based on customer verbal and non-verbal cues. 1.4. Determine and clarify customer preferences, needs and expectations.
2. Provide advice on products and services.	2.1. Use product and service knowledge to tailor options to specific customer needs, and offer alternatives when product is unavailable. 2.2. Clearly explain and promote product and service features and benefits where relevant. 2.3. Advise on promotional events where relevant. 2.4. Provide additional information to address customer questions and objections. 2.5. Offer comparisons to competitor product or service range as required. 2.6. Collaborate with the customer to determine product or service option most suited to their needs. 2.7. Take opportunities to upsell and cross sell products and services that enhance customer request and maximise profitability of sale.
3. Facilitate the sale of products and services.	3.1. Select and use appropriate techniques to close sale. 3.2. Direct the customer to designated point-of-sale and process sale, as required, according to organisational procedures. 3.3. Farewell customer on leaving, and invite to return. 3.4. Provide any required after sales service according to organisational procedures.

Foundation Skills

Foundation skills essential to performance in this unit, but not explicit in the performance criteria are listed here, along with a brief context statement.

Reading skills to:	• interpret:
	  • detailed in-house and supplier product information documents
	  • plain English documents that outline organisational customer service policy and procedures.

Numeracy skills to:	• interpret basic fee information from in-house documents and complete basic pricing calculations.
Problem-solving skills to:	• respond to customer objections and provide appropriate solutions to satisfy customer needs.
Technology skills to:	• use technologies equipped with search functionality and information systems to source product and service information.

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Unit Mapping Information

No equivalent unit.

Links

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Assessment Requirements for SIRXSLS001 Sell to the retail customer

Modification History

Not applicable.

Performance Evidence

Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and:

- interact with four different retail customers to initiate and close the sale of different retail products or services
- demonstrate the following during the above customer interactions:
  - appropriate communication
  - establishment and clarification of customer needs, wants and expectations
  - product and/or service knowledge
  - appropriate sales approach to sell benefits and features of products and/or services
  - overcome objections and close sales
  - upsell and/or cross sell additional products and/or services that complement the sale
  - promotion of customer loyalty and repeat sales.

Knowledge Evidence

Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:

- appropriate body language for customer service
- basic principles of positive customer service and sales
- open and closed questioning techniques related to the sale of product and services
- verbal and non-verbal cues indicating customer understanding of information
- techniques for effective communication with customers of diverse backgrounds:
  - cultural diversity
  - special needs
- sales techniques:
  - opening techniques
  - recognising buying signals
  - strategies to focus customer on specific products and services
  - selling add-ons and complementary products
  - overcoming customer objections
  - closing techniques

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- primary components of consumer protection laws that relate to selling products and services, especially organisational responsibility for supplying products and services as described or substituting suitable products and services when unable
- primary components of privacy law, and actions that retail business must take to protect privacy of customer information
- for the specific retail sector:
  - professional service standards and protocols for retail industry personnel
  - attitudes and attributes expected by the retail industry to work with customers
  - different customer service needs and expectations
- for the particular retail organisation:
  - product and service knowledge:
    - product and service range offering
    - product specifications, features and benefits
  - designated response times for providing customer service
  - customer service procedures including recording of and storing customer details.

Assessment Conditions

Skills must be demonstrated in a retail environment. This can be:

- an industry workplace
- a simulated industry environment.

Assessment must ensure access to:

- relevant documentation:
  - organisational policies and procedures for:
    - customer service
    - sale of products and services
    - resolving customer complaints
    - collection and storage of customer details
  - organisational product information and price lists
  - supplier brochures, information sheets and price lists
  - promotional activity information
  - current plain English regulatory documents distributed by government regulators for:
    - consumer protection law
    - privacy law
- customers with whom the individual can interact to sell products and services; these can be:
  - individuals in an industry workplace, or
  - individuals who participate in role plays or simulated activities, set up for the purpose of assessment, in a simulated industry environment operated within a training organisation

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- assessment activities that allow the individual to:
  - work within commercial speed, timing and productivity
  - manage tasks and contingencies in the context of the job role.

Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ca051b1b-5101-4ec2-ac1c-49699303188d

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SIRXSLS003 Achieve sales results

Modification History

Not applicable.

Application

This unit describes the performance outcomes, skills and knowledge required to drive the sales of products and services, and create a sales environment, to meet sales targets.

It applies to individuals working in frontline management roles in a diverse range of industry sectors and business contexts. They operate independently with some responsibility for others and decision making, and within established organisational policies and procedures.

No occupational licensing, certification or specific legislative requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Competency Field

Sales

Unit Sector

Cross-Sector

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Identify sales targets.	1.1. Access and review sales targets. 1.2. Ensure sales targets are achievable and allow customer service standards to be maintained. 1.3. Review internal and external factors that may affect sales achievement and take measures to reduce impact.

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	1.4. Review past sales performance to inform achievement of sales targets. 1.5. Determine sales strategies for achieving sales targets.
2. Create a sales environment.	2.1. Set and communicate team and individual sales targets. 2.2. Ensure availability of adequate resources to achieve sales targets. 2.3. Support team to achieve sales targets and provide feedback on performance. 2.4. Resolve or limit operational issues that hinder sales target achievement.
3. Review sales targets.	3.1. Monitor achievement of sales targets, and provide feedback to team for ongoing improvement. 3.2. Take corrective action when sales targets are not met. 3.3. Report on sales target achievement in line with organisational reporting procedures.

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

No equivalent unit.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ca051b1b-5101-4ec2-ac1c-49699303188d

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Assessment Requirements for SIRXSLS003 Achieve sales results

Modification History

Not applicable.

Performance Evidence

Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and:

- monitor sales performance against sales targets over a designated organisational sales period by:
  - reviewing sales targets and determining strategies for achievement
  - communicating sales targets to team members
  - responding to the following situations:
    - sales targets consistently not achieved
    - sales targets achieved
    - internal factors impacting on sales
    - external factors impacting on sales.

Knowledge Evidence

Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:

- organisational policies and procedures for:
  - customer service
  - sales process
- internal factors impacting on sales:
  - lack of resources
  - stock issues
  - team lacking sales skills
- external factors impacting on sales:
  - competitor activity
  - operating environmental impacts
- strategies for:
  - interpreting sales targets
  - achieving sales targets
  - corrective action for response to poor performance
- sales processes and how they are used to achieve sales targets
- required action to improve sales when the following problems occur:

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- operational issues
- lack of resources
- stock issues
- competitor activity.

Assessment Conditions

Skills must be demonstrated in a services industry environment. This can be:

- an industry workplace
- a simulated industry environment.

Assessment must ensure access to:

- relevant documentation:
  - organisational policies and procedures for sales process and customer service standards
  - sales targets
  - records of previous sales
- team members; these can be:
  - individuals in an industry workplace, or
  - individuals who participate in role plays or simulated activities, set up for the purpose of assessment, in a simulated industry environment.

Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ca051b1b-5101-4ec2-ac1c-49699303188d

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SITTPPD002 Develop interpretive activities

Modification History

Not applicable.

Application

This unit describes the performance outcomes, skills and knowledge required to develop interpretive activities for different customer groups. It requires the ability to establish educational, interpretive and commercial objectives for an activity; develop operational aspects; and evaluate the success of the activity. The actual presentation of activities is covered in the unit SITTGDE005 Prepare and present tour commentaries or activities.

The unit applies to many industry sectors and has particular relevance in tourism, sport and recreation, and cultural contexts. Interpretive activities take place on historical, cultural, heritage or nature-based tours, in attractions and theme parks, in national parks or in locations such as museums, galleries, libraries, performing arts centres and zoos. Activities could be virtual.

Planning and developing interpretive activities may be for a series of activities in a venue or tour operation or for a one-off activity. It could be the responsibility of the person delivering the activity or be developed by senior operational or supervisory personnel. The planning role applies to those who work independently with limited guidance from others. This could include senior guides, activities coordinators, or owner-operators of small organisations.

No occupational licensing, certification or specific legislative requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Competency Field

Planning and Product Development

Unit Sector

Tourism

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Establish need for activities.	1.1. Identify need for interpretive activities, based on customer, organisation and community needs. 1.2. Establish educational, interpretive and commercial objectives in consultation with appropriate colleagues.
2. Create activities.	2.1. Identify and evaluate a range of potential information and resources, including other specialists as required. 2.2. Develop interpretive framework for activities. 2.3. Generate and select ideas for potential messages, themes and storylines. 2.4. Identify relationships between themes, storylines and the site. 2.5. Incorporate interpretive media that matches the site. 2.6. Conduct a risk assessment and incorporate controls into activity development. 2.7. Evaluate and integrate legal, ethical and sustainability considerations. 2.8. Develop resources to support activities. 2.9. Develop activity within budget to meet agreed objectives.
3. Evaluate activities.	3.1. Obtain formal and informal feedback from customers and colleagues during piloting or conduct of activities. 3.2. Modify activities according to feedback received. 3.3. Establish and implement ongoing review mechanisms to ensure continuous improvement of activities in line with its objectives.

Foundation Skills

Foundation skills essential to performance in this unit, but not explicit in the performance criteria are listed here, along with a brief context statement.

SKILLS	DESCRIPTION
Reading skills to:	• evaluate wide ranging information and tease out creative themes and messages for activities • analyse and interpret complex information and communicate it creatively to customers.
Oral communication	• consult with colleagues about development issues for interpretive

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skills to:	activities.
Numeracy skills to:	• calculate costs in order to work within established budgets.
Planning and organising skills to:	• coordinate creative and practical aspects of activities.
Technology skills to:	• use software to develop products that support the delivery of educational and commercial interpretive activities in both real and virtual contexts.

Unit Mapping Information

No equivalent unit.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=68c40a93-e51d-4e0f-bc06-899dff092694

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Assessment Requirements for SITTPPD002 Develop interpretive activities

Modification History

Not applicable.

Performance Evidence

Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and:

- plan and develop one single interpretive activity and one series comprising at least three interpretive activities combined into an overall program, for at least two of the following:
  - attractions
  - guided activities or walks
  - sporting activities
  - theme parks
  - virtual activities
- plan and develop the above interpretive activities using at least two of the following themes:
  - cultural
  - heritage
  - historical
  - nature
- ensure above interpretive activities include key messages that reflect subject matter knowledge and meet the needs of different customer groups and commercial and operational constraints
- identify review mechanisms for above interpretive activities.

Knowledge Evidence

Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:

- subject matter around which activities are developed
- influential principles and theories of interpretation
- physical and digital interpretive media
- resource considerations for the development of interpretive activities:
  - apps and other digital content
  - costumes
  - guest speakers
  - handouts

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    - information and communications technology
    - natural resources
    - props
    - professional organisations
    - special interest organisations
    - specialists:
        - actors and performers
        - creative designers
        - cultural advisers
        - designers
        - environmental educators
        - heritage specialists
        - historians
        - interpretation consultants
        - marketers
        - subject matter experts
        - technical experts
- practical processes that support activity development:
    - budgeting
    - evaluation
    - needs analysis
    - resource development
    - scheduling
- creative communication techniques for interpretive activities:
    - games
    - illustrated talks
    - role-playing
    - sensory awareness exercises
    - storytelling
    - use of apps, podcasts, near response codes, quick response codes
- safety requirements specific to activities
- risk assessment processes:
    - determining overall risk level
    - determining exposure to the risk
    - estimating probability of negative impacts
    - identifying consequences that could result from the identified risk
- legal, ethical and sustainability considerations for activity development:
    - cultural appropriateness
    - duty of care
    - minimal impact

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- minimising waste and conserving resources.

Assessment Conditions

Skills must be demonstrated in an operational tourism environment. This can be:

- an industry workplace
- a simulated industry environment set up for the purposes of assessment.

Assessment must ensure access to:

- a real or simulated environment for which interpretive activities can be planned and developed
- information sources on subject matter of interpretive activities, resources and other specialists
- current technology for use in activity development
- customers sufficient in number to reflect different customer, organisational or community needs and locations for interpretive activities; these can be:
  - customers in an industry workplace who are assisted by the individual during the assessment process; or
  - individuals who participate in role plays or simulated activities, set up for the purpose of assessment, in a simulated industry environment operated within a training organisation.

Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors; and:

- have worked in industry for at least three years where they have applied the skills and knowledge of this unit of competency.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=68c40a93-e51d-4e0f-bc06-899dff092694

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SITXCCS008 Develop and manage quality customer service practices

Modification History

Not applicable.

Application

This unit describes the performance outcomes, skills and knowledge required to develop, monitor and adjust customer service practices. It requires the ability to consult with colleagues and customers, develop policies and procedures for quality service provision, and manage the delivery of customer service.

The unit applies to senior managers who operate independently, have responsibility for others and are responsible for making a range of operational and strategic decisions.

This includes individuals working in a range of tourism, travel, hospitality and event contexts and to any small, medium or large organisation.

No occupational licensing, certification or specific legislative requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Competency Field

Client and Customer Service

Unit Sector

Cross-Sector

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the	Performance criteria describe the performance needed to

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essential outcomes.	demonstrate achievement of the element.
1. Develop quality customer service practices.	1.1. Obtain information on customer needs, expectations and satisfaction levels using both formal and informal research. 1.2. Provide opportunities for customers and staff to give feedback on products and services. 1.3. Review changes in internal and external environments and integrate findings into planning for quality service. 1.4. Provide opportunities for staff to participate in development of customer service practices. 1.5. Develop policies and procedures for quality service provision.
2. Manage delivery of quality service.	2.1. Communicate policies, procedures and expectations to staff. 2.2. Make policies readily available to customers and staff. 2.3. Monitor customer service in the workplace to ensure standards are met. 2.4. Initiate staff training to enhance customer service. 2.5. Take responsibility for service outcomes and dispute resolution. 2.6. Act as a positive role model for professional standards expected of service industry personnel.
3. Monitor and adjust customer service.	3.1. Seek ongoing feedback from staff and customers to improve performance. 3.2. Assess effectiveness of customer service practices. 3.3. Identify systemic customer service problems and adjust policies and procedures to improve service quality. 3.4. Develop, document and communicate new approaches to customer service to staff involved in service delivery.

Foundation Skills

Foundation skills essential to performance in this unit, but not explicit in the performance criteria are listed here, along with a brief context statement.

SKILLS	DESCRIPTION
Reading skills to:	• interpret customer service surveys and unfamiliar complex documents on current industry trends and changes that affect service delivery • research customer service requirements.
Writing skills to:	• produce comprehensive yet easily accessible policies and procedures that provide service expectations.

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Oral communication skills to:	• discuss customer service needs with staff and customers.
Numeracy skills to:	• calculate and interpret customer satisfaction statistics and business performance data.
Learning skills to:	• contribute to change management in workplace customer service.
Problem-solving skills to:	• allow for a rational and logical evaluation of the characteristics and needs of the organisation in order to design tailored customer service practices.
Planning and organising skills to:	• plan for, establish and regularly monitor all components of the customer service system.
Self-management skills to:	• take responsibility for customer service outcomes.
Technology skills to:	• use software to analyse customer satisfaction data.

Unit Mapping Information

SITXCCS501 Manage quality customer service

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=68c40a93-e51d-4e0f-bc06-899dff092694

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Assessment Requirements for SITXCCS008 Develop and manage quality customer service practices

Modification History

Not applicable.

Performance Evidence

Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and:

- research and develop customer service policies and procedures for at least three different areas of the business that meet industry standards
- implement and monitor practices for quality customer service in line with above policies and procedures over four service periods
- evaluate practices for quality service provision and identify any failings
- review policies and procedures, adjust as necessary, and communicate any new practices to staff.

Knowledge Evidence

Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:

- principles of quality customer service
- specific industry sector:
  - professional service standards for service industry personnel
  - attitudes and attributes expected by the service industries to work with customers
- roles and responsibilities of management, supervisors and operational personnel in providing quality service
- sources of information on current service trends and changes that affect service delivery
- internal and external environmental changes and their effect on planning for quality customer service:
  - changes in the competitive environment
  - economic climate
  - introduction of new technologies or equipment
  - management changes and organisational restructures
  - recruitment practices
  - trends in customer service preferences
- methods of formal and informal customer research:
  - analysis of competitive environment and industry service trends
  - customer service surveys

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  - customer focus groups
  - qualitative or quantitative research
  - seeking feedback from service delivery colleagues
  - questioning customers
- methods of implementing quality service provision:
  - developing, implementing and monitoring customer service policies and procedures
  - involving staff in the development of customer service practices
  - evaluating staff and customer feedback
- methods of assessing the effectiveness of customer service practices:
  - examining overall business performance
  - monitoring the ongoing effectiveness of:
    - staff in meeting customer service standards
    - policies and procedures in explaining practices
  - reviewing numbers and nature of:
    - complaints
    - disputes
    - responses of customers
  - reviewing customer satisfaction survey statistics
- methods of obtaining feedback from customers:
  - customer service discussions with employees during the course of each business day
  - discussions with customers
  - formal customer interviews
  - regular staff meetings that involve service discussions
  - seeking staff suggestions for content of customer service policies and procedures
  - surveys of internal customers, external customers and staff
  - improvements suggested by:
    - customers involved in complaints or disputes
    - suppliers
    - staff, supervisors and managers
- industry schemes, accreditation schemes and codes of conduct aimed at improving customer service
- areas where organisational policies and procedures assist in ensuring quality customer service:
  - acknowledging and greeting customers
  - complaint and dispute management
  - authority for different level personnel to resolve complaints, disputes, service issues and customer compensation
  - loyalty programs
  - presentation standards for customer environment and customer service personnel
  - pricing and service guarantees

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  - product quality
  - refunds and cancellation fees
  - response times
  - staff training for:
    - customer service
    - technical skills
- objectives, components and comprehensive details of consumer protection laws that relate to customer service, and the business' responsibility for:
  - nominating and charging cancellation fees
  - providing information on potential price increases
  - providing refunds
  - supplying products as described or substituting suitable products when unable
  - formats for and content of policies and procedures.

Assessment Conditions

Skills must be demonstrated in an operational business environment for which tailored customer service practices are required. This can be:

- an industry workplace
- a simulated industry environment.

Assessment must ensure access to:

- current plain English regulatory documents distributed by government consumer protection regulators
- codes of practice and standards for customer service issued by industry groups
- sources of information on customer needs, complaints and feedback
- customer surveys and feedback collection tools and templates
- team members with whom the individual can interact; these can be:
  - staff in an industry workplace during the assessment process; or
  - individuals who participate in role plays or simulated activities, set up for the purpose of assessment, in a simulated industry environment operated within a training organisation.

Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=68c40a93-e51d-4e0f-bc06-899dff092694

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TAEASS401 Plan assessment activities and processes

Modification History

Release	Comments
Release 2	This was first released with *TAE Training and Education Training Package Release 2.1.* Minor update to Assessment Conditions.
Release 1	This version first released with *TAE Training and Education Training Package Release 2.0.*

Application

This unit describes the skills and knowledge required to plan the assessment process, including recognition of prior learning (RPL), in a competency-based assessment system.

It applies to individuals with assessment planning responsibilities.

In planning activities and processes, individuals are required to identify the components of assessment tools, analyse and interpret assessment tools, and develop assessment instruments (also known as assessment tasks) and assessment plans.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Assessment

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Determine the assessment approach	1.1 Identify the candidate and confirm the purposes and context of the assessment with relevant people according to legal,

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ELEMENT	PERFORMANCE CRITERIA
	organisational and ethical requirements 1.2 Identify and access applicable industry or workplace standards for the assessment, and any specific assessment requirements
2. Prepare the assessment plan	2.1 Analyse units of competency and assessment requirements to identify evidence needed to demonstrate competence, according to the rules of evidence 2.2 Select assessment methods and instruments to support the collection of defined evidence, taking into account the context in which the assessment will take place 2.3 Develop the assessment plan and gain approval from relevant stakeholders
3. Identify modification and contextualisation requirements	3.1 Use information from the candidate and, where relevant, the candidate's workplace to identify contextualisation needs 3.2 Check advice provided by the training package or course developer relevant to identified contextualisation needs 3.3 Analyse existing assessment tools and record amendments required to address identified contextualisation needs 3.4 Determine opportunities for integrated assessment activities and record any changes required to assessment tools
4. Develop the assessment instruments	4.1 Analyse available assessment instruments for their suitability for use, and identify any required modifications 4.2 Develop assessment instruments to meet the required standard and specific workplace/candidate needs 4.3 Map assessment instruments against the unit or course requirements 4.4 Write clear instructions for the candidate and assessor regarding the use of assessment instruments 4.5 Check and confirm that draft assessment instruments meet required standards and specific workplace/candidate needs and record outcomes of checks

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

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FOUNDATION SKILLS

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1, 1.2, 2.1, 3.1, 3.2, 3.3, 3.4, 4.2, 4.3	• Identifies and confirms legal, organisational and ethical requirements • Selects and analyses assessment-related documents
Writing	1.1, 2.1, 2.2, 2.3, 3.1, 3.2, 3.3, 3.4, 4.1, 4.2, 4.3, 4.4, 4.5	• Documents the assessment plan • Develops assessment instruments, including instructions and mapping • Records outcomes of draft assessment checks
Oral Communication	1.1, 2.3, 3.1	• Participates in exchanges about assessment processes and the trialling of instruments appropriate to the audience
Navigate the world of work	1.1	• Identifies, confirms and takes responsibility for adherence to policies, procedures, legal, and ethical requirements
Interact with others	1.1, 2.3, 3.1	• Collaborates with others as part of routine activities, and to confirm understanding
Get the work done	1.1, 1.2, 2.1, 2.2, 3.1, 3.2, 3.3, 3.4, 4.2, 4.3, 4.5	• Plans a range of routine processes and related tasks with logically sequenced steps, according to defined standards or parameters • Uses formal decision-making processes, identifying information and evaluating several choices against a limited set of criteria • Evaluates effectiveness of planning and design decisions in terms of how well they meet requirements

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
TAEASS401 Plan assessment activities and processes	TAEASS401B Plan assessment activities and processes	Updated to meet Standards for Training Packages. Addition of new element.	No equivalent unit

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=35337905-785d-4f93-8777-e9991ad4c6c3

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Assessment Requirements for TAEASS401 Plan assessment activities and processes

Modification History

Release	Comments
Release 2	This was first released with *TAE Training and Education Training Package Release 2.1.* Minor update to Assessment Conditions.
Release 1	This version first released with *TAE Training and Education Training Package Release 2.0.*

Performance Evidence

The candidate must demonstrate the ability to complete tasks outlined in the elements and performance criteria of this unit, including:

- planning and organising the assessment process on a minimum of five separate occasions
- planning and organising two Recognition of Prior Learning (RPL) assessments (which may be two of the five assessment processes above.)

The evidence requirements for each occasion must include:

- a documented assessment plan
- a different endorsed or accredited unit of competency (or clusters of units of competency) for each of the five occasions
- contextualisation of the unit(s) of competency and the selected assessment tools, where required
- incorporation of reasonable adjustment strategies
- development of suitable assessment instruments for each of the five occasions

following organisational arrangements.

Knowledge Evidence

The candidate must be able to demonstrate essential knowledge to effectively complete the task outlined in the elements and performance criteria of this unit. This includes knowledge of:

- obligations of an assessor under applicable legislation and/or standards

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- the major features of a unit of competency, and how they are to be addressed in assessment activities and processes
- interpreting competency standards as the minimum standard for assessment
- guidelines for contextualising units of competency
- different purposes of assessment and different assessment contexts, including RPL
- the purpose and features of evidence, and different types of evidence, used in competency-based assessments, including RPL
- the principles of assessment, and how they guide the assessment process
- the rules of evidence and how they guide the assessment process
- different assessment methods, including their suitability for collecting various types of evidence
- the components of assessment tools

different types of assessment instruments and their purpose and relevance for specific evidence-gathering opportunities.

Assessment Conditions

Gather evidence to demonstrate consistent performance in conditions that are safe and which are typical of those experienced in the training and assessment environment. This includes access to the units of competency used in assessment planning activities.

Assessors must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=35337905-785d-4f93-8777-e9991ad4c6c3

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TAEASS402 Assess competence

Modification History

Release	Comments
Release 2	This was first released with *TAE Training and Education Training Package Release 2.1.* Minor update to Assessment Conditions.
Release 1	This version first released with *TAE Training and Education Training Package Release 2.0.*

Application

This unit describes the skills and knowledge required to implement an assessment plan, and gather quality evidence to assess the competence of a candidate using compliant assessment tools.

It applies to teachers, trainers and assessors in enterprises and registered training organisations (RTOs) and those providing assessment advisory services.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Assessment

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for the assessment	1.1 Interpret assessment planning documentation and applicable organisational, legal and ethical requirements for conducting the assessment and confirm with the relevant people 1.2 Access and interpret units of competency that are to be used as

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ELEMENT	PERFORMANCE CRITERIA
	benchmarks for assessment, and the nominated assessment tools, to confirm the requirements for the evidence to be collected 1.3 Determine opportunities for integrated assessment activities and document any changes to the assessment instruments, where required 1.4 Determine opportunities for evidence-gathering in actual or simulated activities, through consultation with the candidate and relevant personnel 1.5 Conduct a candidate briefing and explain, discuss and agree on the details of the planned assessment 1.6 Arrange identified material and physical resource requirements 1.7 Identify any specialist support requirements for the assessment, and organise if necessary
2. Gather quality evidence	2.1 Use agreed assessment methods and tools to gather, organise and document evidence in a format suitable for determining competence 2.2 Apply the principles of assessment and rules of evidence in gathering quality evidence
3. Support the candidate	3.1 Discuss and guide candidates in gathering their own evidence to support the recognition of prior learning (RPL) 3.2 Use appropriate communication and interpersonal skills to develop a professional relationship with the candidate that reflects sensitivity to individual differences and enables two-way feedback 3.3 Make decisions on reasonable adjustments with the candidate, based on the candidate's needs and characteristics 3.4 Access specialist support, if required, in accordance with the assessment plan 3.5 Address any workplace health and safety (WHS) risk to a person or equipment immediately
4. Make the assessment decision	4.1 Assess the collected evidence, and to evaluate whether it reflects the evidence required to demonstrate competence 4.2 Use judgement to infer whether competence has been demonstrated, based on the available evidence 4.3 Make the assessment decision in line with agreed assessment procedures and according to the agreed assessment plan 4.4 Provide clear and constructive feedback to the candidate regarding the assessment decision, and clearly document

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ELEMENT	PERFORMANCE CRITERIA
	follow-up, if required
5. Record and report the assessment decision	5.1 Record assessment outcomes promptly and accurately 5.2 Complete and submit required assessment documentation, according to assessment procedures and confidentiality conventions 5.3 Inform other relevant parties of the assessment decision, according to confidentiality conventions
6. Review the assessment process	6.1 Review the assessment process in consultation with candidates and other relevant people to improve future practice 6.2 Document and record the review according to relevant assessment system policies and procedures

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1, 1.2, 2.1, 4.1	• Accesses and interprets procedural and compliance documentation relevant to the assessment process • Examines and evaluates assessment evidence
Writing	1.1, 1.3, 1.5, 2.1, 3.1, 5.1, 5.2, 5.3, 6.2	• Completes workplace documentation accurately using appropriate language and following organisational requirements
Oral Communication	1.1, 1.4, 1.5, 3.1, 3.4, 4.4, 5.3, 6.1	• Communicates information and assessment process requirements clearly, using techniques appropriate to the audience and environment • Interacts appropriately with candidates to build rapport and understanding, and obtain specific information to support the assessment process
Navigate the world of work	1.1, 3.5, 5.3	• Identifies, confirms and takes responsibility for adherence to legal and ethical requirements • Recognises, and follows, explicit and implicit protocols and meets expectations associated with own role

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Interact with others	1.1, 1.4, 1.5, 3.1, 3.2, 3.4, 5.3, 6.1	• Adjusts personal communication style in recognition of the values and experiences of others to build rapport • Cooperates and collaborates with others and contributes to activities requiring joint responsibility and accountability
Get the work done	1.1, 1.2, 1.3, 1.4, 1.6, 1.7, 2.1, 2.2, 3.3, 3.4, 4.1, 4.2, 4.3, 6.1, 6.2	• Uses systematic, analytical processes in complex, non-routine situations, gathering information, and identifying and evaluating options against agreed criteria • Organises work according to specific requirements taking some responsibility for decisions regarding the format of information • With guidance, reviews the effectiveness of solutions in relation to the set goals

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
TAEASS402 Assess competence	TAEASS402B Assess competence	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=35337905-785d-4f93-8777-e9991ad4c6c3

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Assessment Requirements for TAEASS402 Assess competence

Modification History

Release	Comments
Release 2	This was first released with *TAE Training and Education Training Package Release 2.1.* Minor update to Assessment Conditions.
Release 1	This version first released with *TAE Training and Education Training Package Release 2.0.*

Performance Evidence

The candidate must show evidence of the ability to complete tasks outlined in the elements and performance criteria of this unit, including:

- assessment of at least five candidates within the vocational education and training (VET) context against at least one endorsed or accredited unit of competency according to the organisation's assessment processes and practices.
- using recognition of prior learning (RPL) processes in the assessment of at least one candidate (which may be one of the five candidates above)
- making reasonable adjustments in the assessment of at least one candidate.

The assessments must be undertaken under the supervision of a qualified assessor and cover an entire unit of competency for each candidate, including:

- the application of different assessment methods and instruments involving a range of activities and events
- using two-way communication and feedback with the candidate
- exercising judgement in making the assessment decision
- recording and reporting assessment outcomes in accordance with the assessment system and organisational, legal and ethical requirements

reviewing the assessment process.

Knowledge Evidence

The candidate must be able to demonstrate essential knowledge to effectively complete the task outlined in the elements and performance criteria of this unit. This includes knowledge of:

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- competency-based assessment, including:
  - VET as a competency-based system
  - how competency based assessment differs from other types of assessment
  - competency standards as the basis of qualifications
  - structure and application of competency standards
  - the principles of assessment and how they are applied
  - the distinction between assessment tools and assessment instruments
  - the rules of evidence and how they are applied
  - the range of assessment purposes and assessment contexts, including RPL
  - different assessment methods, including suitability for gathering various types of evidence, suitability for the content of units, and resource requirements and associated costs
  - reasonable adjustments and when they are applicable
  - types and forms of evidence, including assessment instruments that are relevant to gathering different types of evidence used in competency-based assessment, including RPL
  - the training and assessment strategies, including policies and procedures established by the industry, organisation or training authority
- RPL policies and procedures established by the organisation
- cultural sensitivity and equity considerations in assessment activities
- current legislative requirements relevant to the assessor and the assessment process
- workplace health and safety (WHS) responsibilities associated with assessing competence, including:
  - requirements for reporting hazards and incidents
  - emergency procedures
  - procedures for the use of relevant personal protective equipment
  - the safe use and maintenance of relevant equipment
  - sources of WHS information.

Assessment Conditions

Gather evidence to demonstrate consistent performance in a real assessment environment. The assessment environment must include access to assessment tools and recording materials.

Assessors must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=35337905-785d-4f93-8777-e9991ad4c6c3

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TAEASS403 Participate in assessment validation

Modification History

Release	Comments
Release 2	This was first released with *TAE Training and Education Training Package Release 2.1.* Minor updates to Assessment Conditions.
Release 1	This version first released with *TAE Training and Education Training Package Release 2.0*

Application

This unit describes the skills and knowledge required to participate in an assessment validation process.

It applies to assessors and workplace supervisors with assessment validation responsibilities participating in, but not necessarily leading, the process.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Assessment

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for validation	1.1 Discuss and confirm the purpose, context and scope of the validation process within relevant assessment system policies and procedures 1.2 Arrange materials for validation activities

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ELEMENT	PERFORMANCE CRITERIA
	1.3 Check all documents used in the validation process for accuracy and version control 1.4 Analyse relevant units of competency and agree on the evidence needed to demonstrate competence
2. Participate in the validation of assessment tools	2.1 Demonstrate active and appropriate participation in validation sessions and activities using agreed communication methods and modes 2.2 Apply principles of assessment and rules of evidence during validation sessions and activities 2.3 Check that context and conditions of assessment include clear instructions for assessor and candidate and relate directly to the assessment conditions of the relevant unit 2.4 Check that tasks to be administered to the candidate include clear and concise instructions and an outline of evidence requirements 2.5 Check that assessment decision-making rules and benchmarks, are clear and enable consistent outcomes 2.6 Check that recording mechanisms are clear and allow for sufficient information to be recorded 2.7 Review and use assessment maps to assist in determining validity of assessment instruments
3. Contribute to validation outcomes	3.1 Discuss validation findings to support improvements in the quality of assessment in a collective environment 3.2 Discuss, agree and record recommendations to improve assessment practice

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Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1, 1.3, 1.4, 2.3, 2.4, 2.5, 2.6, 2.7	• Analyses and interprets relevant policies and procedures, benchmarks and validation materials
Writing	1.1, 3.2	• Records key information from the validation process accurately to meet requirements
Oral Communication	1.1, 1.4, 2.1, 2.2, 3.1, 3.2	• Communicates with others to confirm approaches, exchange ideas and information, articulate opinions, and reach agreement with others, using suitable tone, style and language
Navigate the world of work	1.1	• Identifies, confirms and takes responsibility for adherence to policies and procedures
Interact with others	1.1, 2.1, 2.2, 3.1, 3.2	• Collaborates with others and contributes to activities requiring joint responsibility and accountability
Get the work done	1.1, 1.2, 1.3, 1.4, 2.3, 2.4, 2.5, 2.6, 2.7, 3.2	• Organises and prioritises work commitments with a sense of what is achievable within the timeframe • Uses analytical processes in non-routine situations gathering information, and identifying and evaluating options against agreed criteria

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
TAEASS403 Participate in assessment validation	TAEASS403B Participate in assessment validation	Updated to meet Standards for Training Packages. Revised performance criteria.	No equivalent unit

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=35337905-785d-4f93-8777-e9991ad4c6c3

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Assessment Requirements for TAEASS403 Participate in assessment validation

Modification History

Release	Comments
Release 2	This was first released with *TAE Training and Education Training Package Release 2.1.* Updates to Assessment Conditions.
Release 1	This version first released with *TAE Training and Education Training Package Release 2.0*

Performance Evidence

The candidate must show evidence of the ability to complete tasks outlined in the elements and performance criteria of this unit, including:

- actively participating in a minimum of three validation sessions that address the critical aspects of validation
- clearly identifying the purpose for each validation, and the legal and ethical responsibilities of assessors
- collating and presenting documentation for each validation in a logical manner
- communicating and liaising with relevant people
- providing feedback and interpreting documentation in validation sessions
- recording their contribution to validation findings.
-

Knowledge Evidence

The candidate must be able to demonstrate essential knowledge to effectively complete the task outlined in the elements and performance criteria of this unit. This includes knowledge of:

- how to determine the evidence needed to demonstrate competence in a competency-based environment
- the reasons for carrying out validation and different approaches to validation that may be appropriate before, during and after an assessment
- the components of assessment tools
- critical aspects of validation, including validation of assessment processes, methods and products
- how principles of assessment are addressed in validation

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- how rules of evidence are addressed in validation
- work health and safety legislation, codes of practice, standards and guidelines that impact on assessment
- obligations of an assessor under applicable legislation and/or standards, particularly in relation to validation activities.
-

Assessment Conditions

Gather evidence to demonstrate consistent performance in conditions that are safe and replicate the workplace. Conditions must be typical of those experienced in the training and assessment environment, and include access to:

- the texts and tasks usually found in the workplace
- units of competency and other materials used in validation sessions.

Assessors must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=35337905-785d-4f93-8777-e9991ad4c6c3

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TAEDEL301 Provide work skill instruction

Modification History

Release	Comments
Release 1	This version first released with *TAE Training and Education Training Package Version 2.0.*

Application

This unit describes the skills and knowledge required to conduct individual and group instruction, demonstrate work skills and assess the success of training and one's own training performance, using existing learning resources in a safe and comfortable learning environment.

It emphasises the training as being driven by the work process and context, and applies to a person working under supervision as a work skill instructor in a wide range of settings not restricted to training organisations,

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Delivery and facilitation

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Organise instruction and demonstration	1.1 Gather information about learner characteristics and learning needs 1.2 Confirm a safe learning environment 1.3 Gather and check instruction, demonstration objectives, and seek assistance if required 1.4 Access and review relevant learning resources and learning

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ELEMENT	PERFORMANCE CRITERIA
	materials for suitability and relevance, and seek assistance to interpret the contextual application 1.5 Organise access to necessary equipment or physical resources required for instruction and demonstration 1.6 Notify learners of details regarding the implementation of the learning program and/or delivery plan
2. Conduct instruction and demonstration	2.1 Use interpersonal skills with learners to establish a safe and comfortable learning environment 2.2 Follow the learning program and/or delivery plan to cover all learning objectives 2.3 Brief learners on any workplace health and safety (WHS) procedures and requirements prior to, and during, training 2.4 Use delivery techniques to structure, pace and enhance learning 2.5 Apply coaching techniques to assist learning 2.6 Use communication skills to provide information, instruct learners and demonstrate relevant work skills 2.7 Provide opportunities for practice during instruction and through work activities 2.8 Provide and discuss feedback on learner performance to support learning
3. Check training performance	3.1 Use measures to ensure learners are acquiring, and can use, new technical and generic skills and knowledge 3.2 Monitor learner progress and outcomes in consultation with the learner 3.3 Review relationship between the trainer/coach and the learner, and adjust to suit learner needs
4. Review personal training performance	4.1 Reflect upon personal performance in providing instruction and demonstration, and document strategies for improvement 4.2 Maintain, store and secure learner records, according to organisational and legal requirements

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

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Skill	Performance Criteria	Description
Learning	4.1	• Reflects on practice to improve
Reading	1.1, 1.3, 1.4, 2.2	• Sources and interprets processes and procedures, learning resources and information relevant to providing a work instruction and delivery
Writing	1.4, 1.6, 2.3, 2.6, 2.8, 3.2, 4.1, 4.2	• Accurately maintains learner records and documentation appropriate to the learning context and audience
Oral Communication	1.1, 1.6, 2.3, 2.4, 2.6	• Uses appropriate communication strategies to engage, build rapport, provide instruction, monitor progress and provide feedback to individuals or groups
Interact with others	1.2, 1.3, 2.1, 2.5, 2.8, 3.2	• Recognises the importance of consultation and negotiation while collaborating to confirm strategy and achieve required outcomes • Asks questions in order to clarify understanding, and to provide and seek feedback • Builds rapport to establish effective working relationships and to achieve effective outcomes
Get the work done	1.1-1.6, 2.1-2.8, 3.1-3.3, 4.1, 4.2	• Organises and completes work according to defined requirements, taking responsibility for some decisions and sequencing tasks to achieve efficient outcomes • Identifies and responds to potential risks, problems and opportunities for improvement and considers options for different approaches

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
TAEDEL301 Provide work skill instruction	TAEDEL301A Provide work skill instruction	Updated to meet Standards for Training Packages	Equivalent unit

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=35337905-785d-4f93-8777-e9991ad4c6c3

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Assessment Requirements for TAEDEL301 Provide work skill instruction

Modification History

Release	Comments
Release 1	This version first released with *TAE Training and Education Training Package Version 2.0.*

Performance Evidence

The candidate must show evidence of the ability to complete tasks outlined in the elements and performance criteria of this unit, including:

- carrying out a minimum of three training sessions, involving demonstrating and instructing particular work skills for at least two different individuals or small groups, with each session addressing:
  - different learning objectives
  - a range of delivery techniques and effective communication skills appropriate to the audience.

Knowledge Evidence

The candidate must be able to demonstrate essential knowledge to effectively complete the task outlined in the elements and performance criteria of this unit. This includes knowledge of:

- learner characteristics and needs
- the content and requirements of the relevant learning program, and/or the delivery plan
- the sources and availability of relevant learning resources and learning materials
- the content of relevant learning resources and learning materials
- training techniques that enhance learning, and when to use them
- introductory knowledge of learning principles and learning styles
- key workplace health and safety (WHS) issues in the learning environment, including:
  - roles and responsibilities of key personnel
  - responsibilities of learners
  - relevant policies and procedures, including hazard identification, risk assessment, reporting requirements, safe use of equipment and emergency procedures
  - risk controls for the specific learning environment.

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Assessment Conditions

Gather evidence to demonstrate consistent performance in conditions that are safe and replicate the workplace. Conditions must be typical of those experienced in the training and assessment environment and include access to any necessary workplace documents.

Assessors must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=35337905-785d-4f93-8777-e9991ad4c6c3

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TAEDEL401 Plan, organise and deliver group-based learning

Modification History

Release	Comments
Release 2	This was first released with *TAE Training and Education Training Package Release 2.1.* Minor update to Assessment Conditions.
Release 1	This version first released with *TAE Training and Education Training Package Release 2.0.*

Application

This unit describes the skills and knowledge required to plan, organise and deliver training for individuals within a group.

It applies to a person working as an entry-level trainer, teacher or facilitator structuring a learning program developed by others in, or with, a training and assessment organisation.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Delivery and facilitation

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Interpret learning environment and delivery requirements	1.1 Access, read, and interpret learning program documentation to determine delivery requirements 1.2 Use available information and documentation to identify group and individual learner needs, and learner characteristics 1.3 Identify and assess constraints, and risks to delivery

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ELEMENT	PERFORMANCE CRITERIA
	1.4 Confirm personal role and responsibilities in planning, and delivering training, with relevant personnel
2. Prepare session plans	2.1 Refine existing learning objectives according to program requirements and specific needs of individual learners 2.2 Develop session plans and document these plans for each segment of the learning program 2.3 Use knowledge of learning principles and theories to generate ideas for managing session delivery
3. Prepare resources for delivery	3.1 Contextualise learning materials to meet the needs of the specific learner group 3.2 Finalise learning materials and organise facility, technology and equipment needs in time for delivery of learning sessions 3.3 Confirm overall delivery arrangements with relevant personnel
4. Deliver and facilitate training sessions	4.1 Conduct each session according to the session plan, modified where appropriate to meet learner needs 4.2 Use the diversity of the group as another resource to support learning 4.3 Employ a range of delivery methods to optimise learner experiences 4.4 Demonstrate effective facilitation skills to ensure effective participation and group management
5. Support and monitor learning	5.1 Monitor, and document, learner progress to ensure outcomes are being achieved, and individual learner needs are being met 5.2 Make adjustments to the delivery sessions to reflect specific needs and circumstances 5.3 Manage inappropriate behaviour to ensure that learning can take place 5.4 Maintain and store learner records according to organisational requirements

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

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Skill	Performance Criteria	Description
Reading	1.1, 1.2, 1.3, 2.1, 3.1, 5.1	• Access, read and interpret documentation relevant to the learning context, including program documents, learning materials, policies and procedures relevant to the context
Writing	2.1, 2.2, 2.3, 3.1, 3.2, 3.3, 5.1, 5.2, 5.4	• Develops and maintains workplace documentation accurately and in response to required needs
Oral Communication	1.2, 1.3, 4.1, 4.3, 4.4	• Uses communication techniques to build rapport and explore requirements • Facilitates training in an appropriate style for both individuals and groups
Navigate the world of work	1.4, 5.4	• Recognises and follows organisational protocols, policies and procedures relevant to own role
Interact with others	1.4, 3.3, 4.4, 5.3	• Cooperates and collaborates with others as part of routine activities to achieve team results, and to confirm that outcomes meet requirements • Recognises inappropriate behaviours and the potential for conflict, and implements strategies to maintain an appropriate learning environment
Get the work done	1.1-1.4, 2.1-2.3, 3.1-3.3, 4.1-4.4, 5.1-5.4	• Organises and completes work according to defined requirements, taking responsibility for decisions and sequencing tasks to achieve efficient outcomes • Identifies and responds to problems and opportunities for improvement and considers options for different approaches • Uses information and communications technology (ICT) based tools to access, organise, analyse and display information relevant to role

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
TAEDEL401 Plan, organise and deliver	TAEDEL401A Plan, organise and deliver	Updated to meet Standards	Equivalent unit

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Code and title current version	Code and title previous version	Comments	Equivalence status
group-based learning	group-based learning	for Training Packages	

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=35337905-785d-4f93-8777-e9991ad4c6c3

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Assessment Requirements for TAEDEL401 Plan, organise and deliver group-based learning

Modification History

Release	Comments
Release 2	This was first released with *TAE Training and Education Training Package Release 2.1.* Minor update to Assessment Conditions.
Release 1	This version first released with *TAE Training and Education Training Package Release 2.0.*

Performance Evidence

The candidate must show evidence of the ability to complete the tasks outlined in the elements and performance criteria of this unit, including:

- facilitating group-based learning by preparing and delivering at least three training sessions, including:
  - at least two consecutive sessions of at least 40 minutes duration, that follow one of the learning program designs, to a learner group of at least eight individuals
  - at least one session delivered to a learner group of at least eight individuals, with evidence of how the characteristics and needs of this group were addressed
- identifying and responding to individual needs
- accessing and using documented resources, and any support personnel required to guide inclusive practices.
-

Knowledge Evidence

The candidate must be able to demonstrate essential knowledge to effectively complete the task outlined in the elements and performance criteria of this unit. This includes knowledge of:

- learning theories and principles
- resources available to identify different learner styles
- the relevant industry area and subject matter of the delivery
- the learner group profile, including characteristics and needs of individual learners in the group
- the requirements of the learning program and/or delivery plan, and the content purpose
- different delivery methods and techniques appropriate to face-to-face group delivery

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- different techniques for the recognition and resolution of inappropriate behaviours
- behaviours that may indicate learner difficulties, and the methods used to address these difficulties
- the purpose of organisational record-management systems and reporting requirements
- evaluation and revision techniques used to improve session plans
- specific resources, equipment and support services available for learners with special needs
- assessment and risk control measures relating to the facilitation of group-based learning
- policies and procedures relevant to the learning environment.

Assessment Conditions

Gather evidence to demonstrate consistent performance in conditions that are safe and replicate the workplace. Conditions must be typical of those experienced in the training and assessment environment, and include access to learning program designs in use in the learning environment.

Assessors must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=35337905-785d-4f93-8777-e9991ad4c6c3

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TAEDEL402 Plan, organise and facilitate learning in the workplace

Modification History

Release	Comments
Release 2	This was first released with *TAE Training and Education Training Package Release 2.1*. Minor update to Assessment Conditions.
Release 1	This version first released with *TAE Training and Education Training Package Release 2.0.*

Application

This unit describes skills and knowledge required to plan, organise and facilitate learning for individuals in a workplace, using real work activities as the basis for learning.

It applies to a person working as an entry-level trainer, teacher or facilitator or an employee, team leader or workplace supervisor responsible for guiding learning through work.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Delivery and facilitation

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Establish effective work environment for learning	1.1 Establish, and agree upon, the objectives and scope of the work-based learning 1.2 Analyse work practices and routines to determine their effectiveness in meeting established learning objectives

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ELEMENT	PERFORMANCE CRITERIA
	1.3 Identify, and address any workplace health and safety (WHS) implications of using work as the basis for learning
2. Develop a work-based learning pathway	2.1 Address contractual requirements and responsibilities for learning at work 2.2 Arrange for the integration and monitoring of external learning activities with the work-based learning pathway 2.3 Obtain agreement from relevant personnel to implement the work-based learning pathway
3. Establish the learning-facilitation relationship	3.1 Identify the context for learning and the individual's learning style 3.2 Select an appropriate technique or process to facilitate learning, and explain the basis of the technique to the learner 3.3 Develop, document and discuss an individualised learning plan with the learner 3.4 Access, read and interpret documentation outlining the WHS responsibilities of the various parties in the learning environment 3.5 Monitor supervisory arrangements appropriate to learner's levels of knowledge, skill and experience to provide support and encouragement and ensure learner's health and safety
4. Implement the work-based learning pathway	4.1 Explain the objectives of work-based learning, and the processes involved, to the learner 4.2 Sequence the introduction of workplace tasks, activities and processes to reflect the agreed work-based learning pathway 4.3 Encourage learner to take responsibility for learning and to self-reflect 4.4 Develop techniques that facilitate the learner's transfer of skills and knowledge
5. Maintain and develop the learning-facilitation relationship	5.1 Prepare for each session 5.2 Structure learning activities to support and reinforce new learning, build on strengths, and identify areas for further development 5.3 Observe learner cues, and change approaches where necessary, in order to maintain momentum 5.4 Practise ethical behaviour at all times 5.5 Monitor the effectiveness of the learning/facilitation relationship through regular meetings between the parties

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ELEMENT	PERFORMANCE CRITERIA
6. Close and evaluate the learning-facilitation relationship	6.1 Carry out the closure smoothly, using appropriate interpersonal and communication skills 6.2 Seek feedback from the learner on the outcomes achieved, and the value of the relationship 6.3 Evaluate effectiveness of the work-based pathway against the objectives, processes and techniques used 6.4 Recommend improvements to work-based practice in light of the review process

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.2, 1.3, 2.1, 3.1, 3.4, 3.5, 6.3	• Accesses and interprets compliance information, contractual information, WHS information, and documents relevant to learning in the workplace, in the context of consultation and continuous improvement, to apply relevance to requirements
Writing	1.1, 2.3, 3.3, 4.1, 6.3	• Develops and maintains documentation relevant to workplace learning, including learning plans and evaluations, in accordance with organisational and workplace requirements
Oral Communication	2.2, 3.3, 4.2, 5.5, 6.1	• Uses oral communication techniques to identify needs, build rapport, agree on learning plans, facilitate effective learning and monitor practice • Selects appropriate vocabulary adjusting language, tone and pace to maintain effective interactions, and to build and maintain engagement with individuals or groups
Navigate the world of work	1.3, 2.1, 5.4	• Follows organisational protocols, policies and procedures in the management of records • Recognises and responds to contractual and ethical requirements associated with own role
Interact with others	1.1, 2.3, 3.5, 4.3, 6.2	• Asks questions to clarify understanding, and seeks feedback and further information • Cooperates and collaborates with others as part of

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		routine activities to achieve team results, and to confirm outcomes meet requirements
Get the work done	1.1-1.3, 2.1-2.3, 3.1-3.5, 4.1-4.4, 5.1-5.3, 5.5, 6.1-6.3	• Organises and completes work according to defined requirements, taking responsibility for decisions and sequencing tasks to achieve efficient outcomes • Uses systematic, analytical processes in complex, routine and non-routine situations, gathering information, and identifying and evaluating options based on organisational needs • Identifies and responds to problems and opportunities for improvement, considering options for different approaches • Uses information and communications technology (ICT) based tools to design work processes and to complete work tasks

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
TAEDEL402 Plan, organise and facilitate learning in the workplace	TAEDEL402A Plan, organise and facilitate learning in the workplace	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=35337905-785d-4f93-8777-e9991ad4c6c3

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Assessment Requirements for TAEDEL402 Plan, organise and facilitate learning in the workplace

Modification History

Release	Comments
Release 2	This was first released with *TAE Training and Education Training Package Release 2.1*. Minor update to Assessment Conditions.
Release 1	This version first released with *TAE Training and Education Training Package Release 2.0.*

Performance Evidence

The candidate must show evidence of the ability to complete tasks outlined in the elements and performance criteria of this unit, including:

- preparing and facilitating work-based learning
- providing a minimum of two examples of developing work-based learning pathways, that include:
  - identifying needs for learning
  - analysing work practices, work environment and work activities
  - organising and allocating work in a way that reflects learning needs, and provides effective learning opportunities through work processes
- conducting a learning facilitation relationship:
  - with at least two individuals
  - demonstrating communication skills and flexibility
  - demonstrating one or more of the processes, or techniques, identified.

Knowledge Evidence

The candidate must be able to demonstrate essential knowledge to effectively complete the task outlined in the elements and performance criteria of this unit. This includes knowledge of:

- systems, processes and practices within the organisation where work-based learning is taking place
- systems for identifying skill needs within the workplace
- different learning styles, and how to encourage learning for those who learn in different ways

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- workplace health and safety (WHS) relating to the work role, including:
  - hazards relating to the industry and specific workplace
  - reporting requirements for hazards and incidents
  - specific procedures for work tasks
  - safe use and maintenance of relevant equipment
  - emergency procedures
  - sources of WHS information.
  -

Assessment Conditions

Gather evidence to demonstrate consistent performance in conditions that are safe and replicate the workplace. Conditions must be typical of those experienced in the training and assessment environment, and include access to any documentation relating to workplace procedures required by the candidate.

Assessors must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=35337905-785d-4f93-8777-e9991ad4c6c3

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TAEDES401 Design and develop learning programs

Modification History

Release	Comments
Release 2	This version first released with *TAE Training and Education Training Package Release 2.1.* Minor update to Assessment Conditions.
Release 1	This version first released with *TAE Training and Education Training Package Release 2.0.*

Application

This unit describes the skills and knowledge required to conceptualise, design, develop and review learning programs to meet an identified need for a group of learners. The unit addresses the skills and knowledge needed to identify the parameters of a learning program, determine its design, outline the content, and review its effectiveness.

It applies to trainers or facilitators who work under limited supervision to design, or develop, learning programs that are discrete, and provide a planned learning approach that relates to specific learning and training needs, or part of the learning design for a qualification.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Learning design

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Define the parameters	1.1 Clarify the purpose and type of learning program with key

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ELEMENT	PERFORMANCE CRITERIA
of the learning program	stakeholders 1.2 Access and confirm the competency standards, and other training specifications, on which to base the learning program 1.3 Identify language, literacy and numeracy requirements of the program 1.4 Identify and consider characteristics of the target learner group
2. Work within the VET policy framework	2.1 Access relevant vocational education and training (VET) policies and frameworks, and apply to work practices 2.2 Identify changes to training packages and accredited courses, and apply these to program development 2.3 Conduct work according to organisational quality assurance policies and procedures
3. Develop program content	3.1 Research, develop and document specific subject matter content, according to agreed design options 3.2 Evaluate existing learning resources for content relevance and quality 3.3 Specify assessment requirements of the learning program
4. Design the structure of the learning program	4.1 Break the learning content into manageable segments, and document the timeframe for each segment 4.2 Determine and confirm delivery strategies, required assessment methods and tools 4.3 Document the complete learning program in line with organisational requirements 4.4 Review the complete program with key stakeholders, and adjust as required 4.5 Ensure a safe learning progression by analysing risks in the learning environment, and including a risk control plan

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description

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Reading	1.2, 1.3, 1.4, 2.1, 2.2, 2.3, 3.1, 3.2, 3.3, 4.2, 4.4, 4.5	• Interprets specific information and instructions from a range of sources, to identify relevance to requirements
Writing	1.1, 3.1, 3.3, 4.1, 4.2, 4.3, 4.4, 4.5	• Develops documents and content using the required format, accurate spelling, and grammar and terminology specific to the purpose and audience
Oral Communication	1.4	• Uses appropriate language, questioning and listening techniques to provide and elicit information, confirm understanding and explore others' views.
Numeracy	4.1	• Interprets familiar measurements relating to timeframes and compares against requirements
Navigate the world of work	4.3	• Follows organisational protocols, policies and procedures regarding program documentation
Interact with others	1.1, 1.2, 4.2, 4.4	• Recognises the importance of consultation and negotiation while collaborating to confirm strategy and achieve required outcomes
Get the work done	1.1-1.4, 2.1-2.3, 3.1-3.3, 4.1-4.5	• Organises and completes work according to defined requirements, taking responsibility for decisions and sequencing tasks to achieve efficient outcomes • Identifies and responds to potential risks, considering options for different approaches • Uses information and communications technology (ICT) based tools to conduct research, design work processes, and to complete work tasks

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
TAEDES401 Design and develop learning programs	TAEDES401A Design and develop learning programs	Updated to meet Standards for Training Packages	Equivalent unit

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=35337905-785d-4f93-8777-e9991ad4c6c3

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Assessment Requirements for TAEDES401 Design and develop learning programs

Modification History

Release	Comments
Release 2	This version first released with *TAE Training and Education Training Package Release 2.1.* Minor update to Assessment Conditions.
Release 1	This version first released with *TAE Training and Education Training Package Release 2.0.*

Performance Evidence

The candidate must show evidence of the ability to complete tasks outlined in the elements and performance criteria of this unit, including:

- designing, developing and reviewing learning programs within the vocational education and training (VET) context
- preparing and developing a minimum of two learning programs:
- that contain differentiated learning program designs to reflect particular needs, contexts and timelines

at least one of which must be based on competency standards or accredited courses, and must cover at least one entire unit of competency or accredited course module.

Knowledge Evidence

The candidate must be able to demonstrate essential knowledge to effectively complete the task outlined in the elements and performance criteria of this unit. This includes knowledge of:

- information about training package developers and course accreditation agencies responsible for specific learning program parameters
- training packages and relevant competency standards to be used as the basis of the learning program
- other performance standards and criteria to be used as the basis of the learning program, where relevant
- the distinction and relationship between a training package/accredited course, learning strategy and learning program
- the different purposes and focus of learning programs

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- instructional design principles relating to different design options for learning program design and structure
- availability and types of different relevant learning resources, learning materials, and pre-developed learning activities
- methodologies relating to developing and documenting new learning activities, and related learning materials
- different delivery modes and methods
- relevant policies, legal requirements, codes of practice and national standards, including commonwealth and state or territory legislation, that may affect training and assessment in the VET sector
- describe relevant workplace health and safety (WHS) knowledge relating to the work role, and WHS considerations that need to be included in the learning program.

Assessment Conditions

Gather evidence to demonstrate consistent performance in conditions that are safe and replicate the workplace. Conditions must be typical of those experienced in the training and assessment environment, and include access to competency standards or accredited courses relevant to the learning programs.

Assessors must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=35337905-785d-4f93-8777-e9991ad4c6c3

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TAEDES402 Use training packages and accredited courses to meet client needs

Modification History

Release	Comments
Release 2	This version first released with *TAE Training and Education Training Package Release 2.1*. Minor update to Assessment Conditions.
Release 1	This version first released with *TAE Training and Education Training Package Release 2.0.*

Application

This unit describes the skills and knowledge required to use training packages and accredited courses as tools to support industry, organisation and individual competency development needs.

It applies to individuals who are working in or with training and/or assessment organisations as an entry-level trainer, teacher, facilitator or assessor using a pre-defined training product, such as a training package or accredited course.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Learning design

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Select appropriate training package or	1.1 Confirm the training and/or assessment needs of the client 1.2 Identify and source training packages, qualifications and/or

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ELEMENT	PERFORMANCE CRITERIA
accredited course	accredited courses that could satisfy client needs 1.3 Use training products in line with vocational education and training (VET) sector requirements, and the training and assessment organisation's quality assurance policies and procedures
2. Analyse and interpret the qualifications framework	2.1 Read and interpret the qualification framework, and packaging rules of the identified qualification 2.2 Review and determine applicable licensing requirements and prerequisites 2.3 Determine suitable electives that meet client needs and job roles
3. Analyse and interpret units of competency and accredited modules	3.1 Select skill set, individual unit or accredited module to meet client needs and document reasons for selection 3.2 Read, analyse and interpret all parts of each selected unit, or accredited module, for application to client needs 3.3 Analyse links between the units, and/or accredited modules, to develop effective applications for the client
4. Contextualise units and modules for client applications	4.1 Use information from the client to contextualise units, or accredited modules, to meet client needs 4.2 Use advice on contextualisation produced by the training package developer or course developer to meet client needs
5. Analyse and interpret assessment information	5.1 Read and analyse the assessment information of the relevant training package or accredited course 5.2 Provide appropriate advice to the client about assessment requirements

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1, 1.2, 1.3, 2.1, 2.2, 2.3, 3.1, 3.2,	• Sources, analyses and interprets information, to identify relevance to client needs

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	3.3, 4.2, 5.1, 5.1	
Writing	3.3, 3.4, 4.1, 4.2, 5.1, 5.2	• Prepares information that incorporates the interpretation and analysis of information, using appropriate language in a format and style suited to the audience and context
Oral Communication	1.1, 4.1, 5.2	• Uses appropriate communication techniques to provide and elicit information, confirm understanding and communicate conclusions
Navigate the world of work	1.3	• Follows organisational protocols, policies and procedures regarding quality assurance
Interact with others	1.1	• Recognises the importance of consultation and negotiation to confirm client needs
Get the work done	1.1-1.3, 2.1-2.3, 3.1-3.4, 4.1, 4.2, 5.1, 5.2	• Organises and completes work according to defined requirements, taking responsibility for decisions and sequencing tasks to achieve efficient outcomes • Identifies and responds to problems and opportunities for improvement and innovation, and considers options for different approaches • Uses information and communications technology (ICT) based tools to conduct research, design work processes, and to complete work tasks

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
TAEDES402 Use training packages and accredited courses to meet client needs	TAEDES402A Use training packages and accredited courses to meet client needs	Updated to meet Standards for Training Packages	Equivalent unit

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=35337905-785d-4f93-8777-e9991ad4c6c3

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Assessment Requirements for TAEDES402 Use training packages and accredited courses to meet client needs

Modification History

Release	Comments
Release 2	This version first released with *TAE Training and Education Training Package Release 2.1.* Minor update to Assessment Conditions.
Release 1	This version first released with *TAE Training and Education Training Package Release 2.0.*

Performance Evidence

The candidate must show evidence of the ability to complete tasks outlined in the elements and performance criteria of this unit, including:

- analysing a training package and/or accredited course, to examine its component parts, identify relevant qualifications and units of competency or modules, and contextualise those to meets the specific needs of one client
- demonstrate a minimum of two examples of analysing training specifications, including at least one training package; the other may be another training package or an accredited course that meets a specific client need.

Knowledge Evidence

The candidate must be able to demonstrate essential knowledge to effectively complete the task outlined in the elements and performance criteria of this unit. This includes knowledge of the:

- Australian Qualifications Framework (AQF) guidelines, including characteristics of AQF qualification types
- functions and responsibilities of training package developers, and course accreditation agencies, and their roles as key vocational education and training (VET) organisations
- dimensions of competency
- format and structure of accredited courses
- format and structure of units of competency, and assessment requirements
- function of training packages and accredited curriculum as benchmarks in a competency-based VET training and assessment system

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- methodology relating to analysing and using competency standards for a range of applications and purposes, to meet the needs of a diverse range of VET clients
- terminology used in training packages and accredited courses
- parts of training packages that can be contextualised and parts that cannot
- Standards for Training Packages, including the role and purpose of each endorsed component
- non-endorsed components of training packages
- sources of training package information.
-

Assessment Conditions

Gather evidence to demonstrate consistent performance in conditions that are safe and replicate the workplace. Conditions must be typical of those experienced in the training and assessment environment, and include access to:

- training package components developed to meet the Standards for Training Packages, and those developed to meet the requirements of the Training Package Development Handbook.

Assessors must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=35337905-785d-4f93-8777-e9991ad4c6c3

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TLIA0004 Complete receival and despatch documentation

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to complete receival and despatch documentation in accordance with relevant regulations and workplace requirements as part of work activities within the transport and logistics industry.

It includes analysing orders to identify work requirements to fill order, following workplace order documentation processes, and finalising documentation in accordance with workplace procedures and any relevant regulatory requirements.

Work is performed under some supervision generally within a team environment.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

A – Handling Cargo/Stock

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Analyse order to identify work requirements to fill order	**1.1** Order request documentation is interpreted

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	1.2	Ordered goods are noted and workplace locations identified
	1.3	Workplace and goods information is used to organise documentation
	1.4	Required schedules for order movement are identified and communicated with relevant personnel
	1.5	Special aspects of order are identified and information on required documentation procedures and relevant regulatory requirements are identified, accessed and interpreted
2 Follow workplace order documentation processes	**2.1**	Workplace procedures for order receival and despatch documentation are identified
	2.2	Complete receival and despatch documentation in accordance with workplace procedures and regulatory requirements
3 Finalise documentation	**3.1**	Order is checked against schedule and order form
	3.2	Workplace records are completed and labels and appropriate documentation are attached in accordance with workplace procedures and regulatory requirements
	3.3	Special transportation requirements are identified and conveyed to appropriate personnel
	3.4	Required documentation for dangerous goods and hazardous materials is completed in accordance with regulatory requirements

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

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Unit Mapping Information

This unit replaces and is equivalent to TLIA3015 Complete receival/despatch documentation.

Links

Companion Volume Implementation Guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIA0004 Complete receival and despatch documentation

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying relevant legislation and workplace procedures
- applying work health and safety (WHS)/occupational health and safety (OHS) procedures
- communicating effectively with others
- completing receival and despatch documentation
- estimating size, shape and special requirements of goods and loads
- identifying containers and goods coding markings and emergency information panels
- interpreting and following operational instructions, procedures and information
- monitoring work activities in terms of planned schedule
- selecting and using relevant systems.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- documentation requirements for receiving and despatching goods
- focus of operation of work systems, equipment, management and site operating systems for receiving and despatching goods
- housekeeping standards and procedures
- national and international standards, codes and regulations relevant to completing receival and despatch documentation including:
    - bond requirements
    - dangerous goods codes
    - legislative requirements
    - quarantine requirements
- receival and despatch documentation anticipated problems and appropriate actions for resolution
- requirements of loads with special conditions including:
    - controlled substances

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    - dangerous goods
    - hazardous materials
    - security requirements
    - temperature-controlled goods
- site layout and obstacles
- specifications and standards for checking and inspecting received and despatched goods
- WHS/OHS and environmental protection procedures and guidelines
- workplace procedures and policies for completing receival and despatch documentation.

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include:

- relevant and appropriate materials, tools, equipment and personal protective equipment (PPE) currently used in industry
- applicable documentation including legislation, regulations, codes of practice, workplace procedures and operation manuals.

Links

Companion Volume Implementation Guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIA0015 Organise receival and despatch operations

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to organise receival and despatch operations in accordance with regulations, codes of practice and workplace requirements in the transport and logistics industry.

It includes planning and organising receival operations, storing received stock, despatching ordered stock and completing documentation and records.

Work is performed under some supervision generally within a team environment.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

A – Handling Cargo/Stock

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Plan and organise receival and despatch operations	**1.1** Product characteristics and workplace procedures are applied to stock analysis
	1.2 Resources are identified to match product characteristics

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		1.3	Timeframes are scheduled to enable receival or despatch of stock according to workplace procedures
		1.4	Work processes are planned to meet specified timeframes
2	**Organise the storage and despatch of stock**	**2.1**	Employees, equipment and storage areas are allocated and supervised
		2.2	Individuals are informed of work requirements and deadlines
		2.3	Work processes are monitored to ensure human resources and equipment are maintained at productive levels in accordance with workplace procedures and work health and safety (WHS)/occupational health and safety (OHS) requirements
		2.4	Discrepancies in stocks are noted and reported in accordance with workplace procedures
3	**Complete documentation**	**3.1**	Documentation and records regarding receival and despatch operations are confirmed
		3.2	Documentation and records are completed and proofread
		3.3	Documentation and records are processed in accordance with workplace procedures and relevant regulatory requirements

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Unit Mapping Information

This unit replaces but is not equivalent to TLIA3018 Organise despatch operations and TLIA3019 Organise receival operations.

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Links

Companion Volume Implementation Guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIA0015 Organise receival and despatch operations

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying contingency plans in accordance with workplace procedures
- applying relevant legislation and workplace procedures
- communicating and working with others
- estimating size, shape and special requirements of goods and loads
- identifying relevant stock and goods coding and labelling
- monitoring work activities in terms of specified deadlines
- operating and selecting equipment in accordance with operating procedures
- reading, interpreting and following relevant instructions, procedures, labels, information and signs
- selecting and using relevant equipment and communications technology
- selecting and using required personal protective equipment (PPE) and conforming to industry and work health and safety (WHS)/occupational health and safety (OHS) standards.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- discrepancies and appropriate actions to resolve
- documentation and record requirements for receival and despatch operations
- equipment used for organising receival and despatch operations including safety precautions and procedures
- housekeeping standards and procedures
- operational work systems, equipment, management and site operating systems for organising receival and despatch operations
- regulations relevant for organising receival and despatch operations, or other legislative requirements
- relevant WHS/OHS and environmental protection procedures and guidelines
- site layout and obstacles
- workplace procedures and policies for organising receival and despatch operations.

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Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include:

- relevant and appropriate materials, tools, equipment and PPE currently used in industry
- applicable documentation including legislation, regulations, codes of practice, workplace procedures and operation manuals.

Links

Companion Volume Implementation Guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIA2012 Pick and process orders

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to pick and process orders in accordance with relevant codes, regulations and workplace requirements within the transport and logistics industry.

It includes identifying workplace order picking processes, policies and procedures; picking and despatching orders; and recording stock levels.

Work is performed under some supervision generally within a team environment.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

A – Handling Cargo/Stock

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Identify workplace order picking processes, policies	1.1 Workplace procedures for order picking and related workplace documentation are interpreted
	1.2 Stock allocation and location systems are identified and

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	and procedures		located
		1.3	Appropriate manual handling equipment is selected in accordance with work health and safety (WHS)/occupational health and safety (OHS) regulations and workplace procedures
2	**Pick and despatch an order**	2.1	Work requirements are planned and appropriate equipment and documentation is assembled
		2.2	Warehouse zones where required products are stored, are identified and located
		2.3	Pick path is established
		2.4	Appropriate pallet/s for orders are selected and stacked to minimise stock damage and to maximise stability, as required
		2.5	Products are selected and consolidated
		2.6	Products/pallets are located in despatch areas
		2.7	Products are assembled to meet workplace schedules
		2.8	Orders are consolidated, secured, arranged and placed in storage zones in accordance with schedules
3	**Record stock levels**	3.1	Storage areas are checked and stocks are noted for replenishment in accordance with workplace procedures
		3.2	Workplace records are completed in accordance with workplace requirements

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

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Unit Mapping Information

This unit replaces and is equivalent to TLIA2012A Pick and process orders.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIA2012 Pick and process orders

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying precautions and required action to minimise, control or eliminate hazards that may exist when picking and processing orders
- applying relevant legislation and workplace procedures
- communicating and working effectively with others when picking and processing orders
- completing documentation related to picking and processing orders
- estimating the size, shape and special requirements of goods/loads
- identifying relevant stock and goods coding and labelling, including Australian Dangerous Goods (ADG) and International Maritime Dangerous Goods (IMDG) markings
- monitoring work activities in terms of planned schedule
- operating and adapting to differences in equipment in accordance with standard operating procedures
- reading, interpreting, and following instructions, procedures, signs and labels relevant to picking and processing orders
- selecting and using relevant equipment and communications technology when picking and processing orders
- selecting and using required personal protective equipment conforming to industry and work health and safety (WHS)/occupational health and safety (OHS) standards
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

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- documentation and record requirements when picking and processing an order
- equipment used during picking and processing operations and the precautions and procedures to be followed in its use
- housekeeping standards and procedures
- operational work systems, equipment, management and site operating systems for picking and processing orders
- problems that may occur when picking and processing an order and appropriate action that can be taken to resolve these problems
- regulations relevant to picking and processing orders, including relevant bond, quarantine or other legislative requirements
- relevant WHS/OHS and environmental protection procedures and guidelines
- site layout and obstacles
- workplace procedures and policies for picking and processing orders.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.
-

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIA2020 Replenish stock

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to replenish stock in accordance with workplace requirements as part of work activities undertaken within the transport and logistics industry.

It includes applying product knowledge to participate in stock rotation activities, interpreting and filling replenishment requests, and completing all required stock replenishment tasks.

Work is performed under some supervision generally within a team environment.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

A – Handling Cargo/Stock

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Participate in stock rotation activities	1.1 Stock levels are counted against appropriate documentation
	1.2 Stock levels are recorded and reported
	1.3 Stocks are replenished, adjusted or rotated in accordance with

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	workplace procedures
	1.4 Stock re-ordering processes are activated when appropriate
	1.5 Routine and non-routine problems with products or storage systems are reported in accordance with workplace procedures
2 Interpret and fill replenishment request	2.1 Order request documentation is interpreted
	2.2 Product/s in order are noted and workplace location/s are identified
	2.3 Workplace and product knowledge is used to plan sequence of work
	2.4 Appropriate materials handling equipment is selected in accordance with workplace procedures and timeframes, and work health and safety (WHS)/occupational health and safety (OHS) regulations
	2.5 Required schedules for order movement and despatch or storage are identified
3 Complete stock replenishment	3.1 Products are sorted, assembled and consolidated in the appropriate storage areas
	3.2 Work is checked in accordance with company procedures
	3.3 Documentation and records are completed in accordance with workplace procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

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Unit Mapping Information

This unit replaces and is equivalent to TLIA2020A Replenish stock.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIA2020 Replenish stock

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying relevant legislation and workplace procedures
- communicating and working effectively with others when replenishing stock
- completing documentation related to replenishing stock
- modifying activities depending on operational contingencies, risk situations and environments
- operating and adapting to differences in stock and equipment in accordance with standard operating procedures
- reading, interpreting and following instructions, procedures and labels relevant to replenishing stock
- reporting and/or rectifying identified problems promptly, in accordance with regulatory requirements and workplace procedures
- selecting and using relevant communications, computing and office equipment when replenishing stock
- selecting and using required personal protective equipment conforming to industry and work health and safety (WHS)/occupational health and safety (OHS) standards
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- Australian codes and regulations relevant to replenishing stock
- computer records and documentation requirements for replenishing stock
- focus of operation of work systems, equipment, management and site operating systems for replenishing stock
- housekeeping standards and procedures

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- principles of operation and functions of stock control systems
- relevant WHS/OHS and environmental protection procedures and guidelines
- site layout and obstacles
- workplace procedures and policies for replenishing stock.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.
-

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIA2021 Despatch stock

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to despatch stock in accordance with codes/regulations and workplace requirements as part of work activities undertaken within the transport and logistics industry.

It includes analysing orders to identify work requirements, following workplace order picking processes to prepare goods for despatch, and completing despatch tasks in accordance with workplace procedures and schedules.

Work is performed under some supervision generally within a team environment.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

A – Handling Cargo/Stock

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Analyse order to identify	1.1 Order request and consignment note documentation is

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work requirements	interpreted
	1.2 Required schedules for despatch are identified
	1.3 Product(s) in order are identified
	1.4 Workplace and product knowledge is used to plan sequence of work
	1.5 Appropriate materials handling equipment is selected within required work health and safety (WHS)/occupational health and safety (OHS) regulations and timeframe for the despatch
2 Follow workplace order picking processes to prepare goods for despatch	2.1 Goods for despatch are selected and checked against product knowledge, labels and other identification systems
	2.2 Products are sorted, assembled and consolidated
	2.3 Orders are secured and placed in storage/despatch zones, in accordance with schedule
	2.4 Order is checked against despatch schedule and order form
3 Complete despatch following workplace procedures and schedules	3.1 Workplace records are completed, and labels and appropriate documentation are attached
	3.2 Load labels and documentation are checked and loading is organised in accordance with workplace procedures and Australian Dangerous Goods (ADG) Code as required
	3.3 Final check of load labels and documentation is completed in accordance with requirements
	3.4 Transportation requirements are communicated to driver as required

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIA2021A Despatch stock.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIA2021 Despatch stock

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying precautions and required action to minimise, control or eliminate hazards that may exist during work activities
- applying relevant legislation and workplace procedures
- communicating and working effectively with others when organising despatch operations
- completing documentation related to organising despatch operations
- estimating size, shape and special requirements of goods and loads
- modifying activities depending on operational contingencies, risk situations and environments
- operating and adapting to differences in goods and equipment in accordance with standard operating procedures
- reading, interpreting and following instructions, procedures and labels relevant to organising despatch operations
- selecting and using relevant equipment and communications technology when organising despatch operations
- selecting and using required personal protective equipment conforming to industry and work health and safety (WHS)/occupational health and safety (OHS) standards
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

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- documentation and record requirements for despatch operations
- equipment used during despatch operations and the precautions and procedures that should be followed in its use
- housekeeping standards and procedures
- operational work systems, equipment, management and site operating systems for despatching goods
- problems that may occur when despatching goods and appropriate action that can be taken to resolve these problems
- regulations relevant to despatch operations, including the Australian Dangerous Goods (ADG) Code and relevant bond, quarantine or other legislative requirements
- relevant WHS/OHS and environmental protection procedures and guidelines
- site layout and obstacles
- workplace procedures and policies for organising despatch operations.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.
-

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIC2002 Drive light rigid vehicle

Modification History

Release 2. This is the second release of this unit of competency in the TLI Transport and Logistics Training Package:

- Minor statement changes in Assessment Conditions.

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

It includes systematic and efficient control of all vehicle functions, monitoring traffic and road conditions, managing vehicle condition and performance, and effectively managing hazardous situations.

Driving is performed with limited or minimum supervision, and with limited accountability and responsibility for self and others in achieving the prescribed outcomes.

Driving involves the application of routine vehicle driving principles and procedures to maintain the safety and operation of a commercial light rigid vehicle across a variety of driving contexts.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

C – Vehicle Operation

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential	Performance criteria describe the performance needed to

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outcomes.	demonstrate achievement of the element.
1 Drive light rigid vehicle	**1.1** Light rigid vehicle is started, steered, manoeuvred, positioned and stopped in accordance with traffic regulations and manufacturer instructions
	1.2 Engine power is managed to ensure efficiency and performance and to minimise engine and transmission damage
	1.3 Driving hazards are identified and/or anticipated and avoided or controlled through defensive driving
	1.4 Light rigid vehicle is driven in reverse, maintaining visibility and achieving accurate positioning
	1.5 Light rigid vehicle is parked, shut down and secured in accordance with manufacturer specifications, traffic regulations and workplace procedures
	1.6 Appropriate procedures are followed in a driving emergency
2 Monitor traffic and road conditions	**2.1** Most efficient route of travel is taken by monitoring and anticipating traffic flows and conditions, road standards and other factors likely to cause delays or route deviations
	2.2 Traffic and road conditions are constantly monitored and acted on to enable safe operation and to ensure no injury to people or damage to property, equipment, loads and facilities
3 Monitor and maintain vehicle performance	**3.1** Vehicle performance is maintained through vehicle pre-operational inspections and checks
	3.2 Performance and efficiency of vehicle operation is monitored during use
	3.3 Defective or irregular performance or malfunctions are reported to appropriate authority
	3.4 Vehicle records are maintained/updated and information is processed in accordance with workplace procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of

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competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Unit Mapping Information

This unit replaces and is equivalent to TLIC2002A Drive light rigid vehicle.

Links

Companion Volume Implementation Guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIC2002 Drive light rigid vehicle

Modification History

Release 2. This is the second release of this unit of competency in the TLI Transport and Logistics Training Package:

- Minor statement changes in Assessment Conditions.

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying precautions and required action to minimise, control or eliminate identified hazards
- carrying out pre-operational checks on vehicle
- completing relevant documentation
- demonstrating low-risk driving behaviours
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring and anticipating traffic hazards and taking appropriate action
- reading and interpreting relevant instructions, procedures, information and signs
- reporting and/or rectifying identified problems, faults or malfunctions promptly in accordance with regulatory requirements and workplace procedures.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- causes and effects of fatigue on drivers
- differences between transmission types
- driving hazards and related defensive driving techniques
- efficient driving techniques
- engine power management and safe driving strategies
- factors that increase fatigue-related accidents
- factors that may cause traffic delays and diversions and related actions that can be taken
- fatigue management strategies including on-road techniques
- lifestyles that promote effective long-term fatigue management
- light rigid vehicle controls, instruments and indicators and their use
- light rigid vehicle handling procedures
- map reading and road navigation techniques including using a global positioning system

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(GPS) device, as required
- pre-operational checks carried out on vehicle and related actions
- principles of stress management when driving a vehicle
- procedures to be followed in a driving emergency
- relevant state/territory road and traffic authority road rules, regulations, permits and licence requirements
- relevant work health and safety (WHS)/occupational health and safety (OHS) and environmental procedures and regulations
- workplace driving and operational instructions.

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Assessment of this unit may be undertaken within a licensing examination conducted by, or under the authority of, the relevant state/territory road and traffic authority.

Resources for assessment must include:

- a range of relevant exercises, case studies and/or simulations
- relevant materials, tools, equipment and personal protective equipment (PPE) currently used in industry
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals.

Links

Companion Volume Implementation Guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIC3003 Drive medium rigid vehicle

Modification History

Release 2. This is the second release of this unit of competency in the TLI Transport and Logistics Training Package:

- Minor statement changes in Assessment Conditions.

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to drive a medium rigid vehicle safely in accordance with the licence requirements and regulations of the relevant state/territory road and traffic authority pertaining to medium rigid vehicles.

It includes systematically and efficiently controlling vehicle functions, monitoring traffic and road conditions, managing vehicle condition and performance, and effectively managing hazardous situations.

Types of vehicles include all medium rigid vehicles, for example, any 2-axle rigid vehicle, including trucks and buses greater than 8 tonnes gross vehicle mass (GVM).

Driving is performed with limited or minimum supervision, within duty of care responsibility for self and others in achieving the prescribed outcomes.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

C – Vehicle Operation

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS **PERFORMANCE CRITERIA**

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Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Drive medium rigid vehicle	**1.1** Medium rigid vehicle is started, steered, manoeuvred, positioned and stopped in accordance with traffic regulations and manufacturer instructions
	1.2 Engine power is managed to ensure efficiency and performance and to minimise engine and transmission damage
	1.3 Engine operation is maintained within manufacturer specified torque range and temperature through effective transmission use
	1.4 Braking system of medium rigid vehicle is managed and operated to ensure effective control of vehicle under all conditions
	1.5 Driving hazards are identified and/or anticipated and avoided or controlled through defensive driving
	1.6 Medium rigid vehicle is driven in reverse, maintaining visibility and achieving accurate positioning
	1.7 Medium rigid vehicle is parked, shut down and secured in accordance with manufacturer specifications, traffic regulations and workplace procedures
	1.8 Appropriate procedures are followed in a driving emergency
2 Monitor traffic and road conditions	**2.1** Most efficient travel route is taken through monitoring and anticipating traffic flows and conditions, road standards and other factors likely to cause delays or route deviations
	2.2 Traffic and road conditions are constantly monitored and acted on to enable safe operation and to ensure no injury to people or damage to property, equipment, loads and facilities
3 Monitor and maintain vehicle performance	**3.1** Vehicle performance is maintained through pre-operational vehicle inspections and checks
	3.2 Performance and efficiency of vehicle operation are monitored during use
	3.3 Defective or irregular performance or malfunctions are

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reported to appropriate authority

3.4 Vehicle records are maintained/updated and information is processed in accordance with workplace procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Unit Mapping Information

This unit replaces and is equivalent to TLIC3003A Drive medium rigid vehicle.

Links

Companion Volume Implementation Guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIC3003 Drive medium rigid vehicle

Modification History

Release 2. This is the second release of this unit of competency in the TLI Transport and Logistics Training Package:

- Minor statement changes in Assessment Conditions.

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying precautions and required actions to minimise, control or eliminate identified hazards
- carrying out pre-operational checks
- checking and replenishing fluids and carrying out lubrication processes
- completing relevant documentation
- monitoring and anticipating traffic hazards and taking appropriate action
- monitoring equipment performance
- reading and interpreting relevant instructions, procedures, information and signs
- reporting and/or rectifying identified problems, faults or malfunctions in accordance with regulatory requirements and workplace procedures.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- causes and effects of fatigue on drivers
- differences between transmission types
- driving hazards and related defensive driving techniques
- efficient driving techniques
- engine power management and safe driving strategies
- factors that increase fatigue-related accidents
- factors that may cause traffic delays and diversions, and related actions that can be taken by a driver
- fatigue management strategies including on-road techniques
- lifestyles that promote effective long-term management of fatigue
- map reading and road navigation techniques including the use of a global positioning system

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(GPS) device
- medium rigid vehicle controls, instruments and indicators, and their use
- medium rigid vehicle handling procedures
- pre-operational checks carried out on vehicle and related actions
- principles of operation of air brakes and procedures for their use
- principles of stress management when driving a vehicle
- procedures to be followed in a driving emergency
- relevant work health and safety (WHS)/occupational health and safety (OHS) and environmental procedures and regulations
- relevant state/territory road traffic authority road rules, regulations, permits and licence requirements
- workplace driving and operational instructions.

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Assessment of this unit may be undertaken within a licensing examination conducted by, or under the authority of, the relevant state/territory road traffic authority.

Resources for assessment must include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment (PPE) currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.

Links

Companion Volume Implementation Guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIC3004 Drive heavy rigid vehicle

Modification History

Release 2. This is the second release of this unit of competency in the TLI Transport and Logistics Training Package:

- Minor statement changes in Assessment Conditions.

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to drive a heavy rigid vehicle safely in compliance with relevant state/territory road and traffic authority licence requirements and regulations including road rules for heavy rigid vehicles.

It includes maintaining systematic and efficient control of all vehicle functions, monitoring traffic and road conditions, managing vehicle condition and performance, and effectively managing hazardous situations.

Driving is performed with limited or minimum supervision, and with duty of care responsibility for self and others in achieving the prescribed outcomes.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

C – Vehicle Operation

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1	**Drive heavy rigid vehicle**	**1.1** Heavy rigid vehicle is started, steered, manoeuvred, positioned and stopped in accordance with traffic regulations and manufacturer instructions
		1.2 Engine power is managed to ensure efficiency and performance, and to minimise engine and gear damage
		1.3 Engine operation is maintained within manufacturer specified torque range and temperature through effective gear selection and smooth transition in gear changes
		1.4 Heavy rigid vehicle braking system is managed and operated to ensure effective vehicle control under all conditions
		1.5 Driving hazards are identified and/or anticipated and avoided or controlled through defensive driving
		1.6 Heavy rigid vehicle is driven in reverse, maintaining visibility and achieving accurate positioning
		1.7 Heavy rigid vehicle is parked, shut down and secured in accordance with manufacturer specifications, traffic regulations and workplace procedures
		1.8 Over width and overweight permit applications are completed and submitted in accordance with relevant regulatory requirements, as required
		1.9 Appropriate procedures are followed in a driving emergency
2	**Monitor traffic and road conditions**	**2.1** Most efficient route of travel is taken by monitoring and anticipating traffic flows and conditions, road standards and other factors likely to cause delays or route deviations
		2.2 Traffic and road conditions are constantly monitored and acted on to enable safe operation and to ensure no injury to people or damage to property, equipment loads and facilities
3	**Monitor and maintain vehicle performance**	**3.1** Vehicle performance is maintained through pre-operational inspections and vehicle checks
		3.2 Performance and efficiency of vehicle operation is monitored during use
		3.3 Defective or irregular performance or malfunctions are

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reported to appropriate authority

3.4 Vehicle records are maintained/updated and information is processed in accordance with workplace procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Unit Mapping Information

This unit replaces and is equivalent to TLIC3004A Drive heavy rigid vehicle.

Links

Companion Volume Implementation Guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIC3004 Drive heavy rigid vehicle

Modification History

Release 2. This is the second release of this unit of competency in the TLI Transport and Logistics Training Package:

- Minor statement changes in Assessment Conditions.

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying precautions and required actions to minimise, control or eliminate identified hazards
- carrying out pre-operational checks
- completing relevant documentation
- demonstrating low-risk driving behaviours
- monitoring and anticipating traffic hazards and taking appropriate actions
- monitoring performance of vehicle and its equipment, and taking appropriate action, as required
- operating and adapting to differences in equipment in accordance with operating procedures
- reading and interpreting relevant instructions, procedures, information and signs
- reporting and/or rectifying identified problems, faults or malfunctions promptly in accordance with regulatory requirements and workplace procedures.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- causes and effects of fatigue on drivers
- differences between transmission types
- driving hazards and related defensive driving techniques
- efficient driving techniques
- engine power management and safe driving strategies
- factors that increase fatigue-related accidents
- factors that may cause traffic delays and diversions, and related actions that can be taken
- fatigue management strategies and on-road techniques
- heavy rigid vehicle controls, instruments and indicators, and their use
- heavy rigid vehicle handling procedures
- lifestyles that promote effective long-term fatigue management

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- pre-operational checks carried out on heavy rigid vehicle and related actions
- principles of operation of air brakes and procedures for their use
- principles of stress management when driving a vehicle
- procedures to be followed in a driving emergency
- relevant state/territory road and traffic authority road rules, regulations, permits and licence requirements
- relevant work health and safety (WHS)/occupational health and safety (OHS) and environmental procedures and regulations
- workplace driving and operational instructions.

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Assessment of this unit may be undertaken within a licensing examination conducted by, or under the authority of, the relevant state/territory road and traffic authority.

Resources for assessment must include:

- a range of relevant exercises, case studies and/or simulations
- relevant materials, tools, equipment and personal protective equipment (PPE) currently used in industry
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals.

Links

Companion Volume Implementation Guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIC3005 Drive heavy combination vehicle

Modification History

Release 2. This is the second release of this unit of competency in the TLI Transport and Logistics Training Package:

- Minor statement changes in Assessment Conditions.

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to drive a heavy combination vehicle safely.

It includes maintaining systematic and efficient control of all vehicle functions, monitoring traffic and road conditions, managing vehicle condition and performance, coupling and uncoupling a trailer, and effectively managing hazardous situations.

Driving must be carried out in accordance with relevant state/territory roads and traffic authority licence requirements and regulations for heavy combination vehicles.

Driving is performed with limited supervision, and duty of care responsibility for self and others in achieving the prescribed outcomes.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

C – Vehicle Operation

Unit Sector

Not applicable.

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Drive heavy combination vehicle	**1.1** Heavy combination vehicle is started, steered, manoeuvred, positioned and stopped in accordance with traffic regulations and manufacturer instructions
	1.2 Engine power is managed to ensure efficiency and performance, and to minimise engine and gear damage
	1.3 Engine operation is maintained within the manufacturer specified torque range and temperature, through effective gear selection and smooth transition in gear changes
	1.4 Heavy combination vehicle braking system is managed and operated to ensure effective vehicle control under all conditions
	1.5 Driving hazards are identified and/or anticipated and avoided or controlled through defensive driving
	1.6 Heavy combination vehicle is driven in reverse, maintaining visibility and achieving accurate positioning
	1.7 Heavy combination vehicle is parked, uncoupled, shut down and secured in accordance with manufacturer specifications, traffic regulations and workplace procedures
	1.8 Over width and overweight permit applications are completed and submitted in accordance with relevant regulatory requirements, as required
	1.9 Appropriate signage and lights are checked for operational effectiveness and for conformity to prescribed traffic regulations
	1.10 Appropriate procedures are followed in a driving emergency
2 Monitor traffic and road conditions	**2.1** Most efficient route of travel is taken by monitoring and anticipating traffic flows and conditions, road standards and other factors likely to cause delays or

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		route deviations
	2.2	Traffic and road conditions are constantly monitored and acted on to enable safe operation and to ensure no injury to people or damage to property, equipment loads and facilities
3 Monitor and maintain vehicle performance	**3.1**	Vehicle performance is maintained through pre-operational inspections and vehicle checks
	3.2	Prime mover and trailer are aligned and coupled in accordance with manufacturer instructions and workplace procedures
	3.3	Coupled vehicle is checked and tested to ensure it is correctly secured and to confirm it is fully operational
	3.4	Performance and efficiency of vehicle operation is monitored during use
	3.5	Defective or irregular performance or malfunctions are reported to appropriate authority
	3.6	Vehicle records are maintained/updated and information is processed in accordance with workplace procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIC3005A Drive heavy combination vehicle.

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Links

Companion Volume Implementation Guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIC3005 Drive heavy combination vehicle

Modification History

Release 2. This is the second release of this unit of competency in the TLI Transport and Logistics Training Package:

- Minor statement changes in Assessment Conditions.

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying map reading and road navigation techniques
- applying precautions and required actions to minimise, control or eliminate identified hazards
- checking and replenishing fluids and carrying out lubrication processes
- completing relevant documentation
- demonstrating low-risk driving behaviours
- monitoring and anticipating traffic hazards and taking appropriate action
- monitoring performance of vehicle, trailers and equipment, and taking appropriate action as required
- reading and interpreting relevant instructions, procedures, information and signs
- reporting and/or rectifying identified problems, faults or malfunctions promptly in accordance with regulatory requirements and workplace procedures.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- causes and effects of fatigue on drivers
- differences between transmission types
- driving hazards and related defensive driving techniques
- efficient driving techniques
- engine power management and safe driving strategies
- factors that increase fatigue-related accidents
- factors that may cause traffic delays and diversions, and related actions that can be taken
- fatigue management strategies including on-road techniques
- heavy combination vehicle controls, instruments and indicators, and their use

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- heavy combination vehicle handling procedures
- lifestyles that promote effective long-term fatigue management
- map reading and navigation of vehicle and related action
- pre-operational checks carried out on heavy combination vehicle and related actions
- principles of operation of air brakes and procedures for their use
- principles of stress management when driving a vehicle
- procedures to be followed in a driving emergency
- relevant state/territory road and traffic authority road rules, regulations, permits and licence requirements
- relevant work health and safety (WHS)/occupational health and safety (OHS) and environmental procedures and regulations
- workplace driving and operational instructions.

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Assessment of this unit may be undertaken within a licensing examination conducted, by or under the authority of, the relevant state/territory road and traffic authority.

Resources for assessment must include:

- a range of relevant exercises, case studies and/or simulations
- relevant materials, tools, equipment and personal protective equipment (PPE) currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.

Links

Companion Volume Implementation Guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIC3063 Operate vehicle carrying special loads

Modification History

Release 2. This is the second release of this unit of competency in the TLI Transport and Logistics Training Package:

- Minor statement changes in Assessment Conditions.

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to safely operate a vehicle carrying a special load in accordance with road and traffic authority and other relevant government regulations and company policies, and to effectively manage hazardous situations.

It involves carrying out pre-operational checks, driving a vehicle carrying special loads, and applying routine vehicle driving principles and procedures to maintain the safety and operation of a commercial vehicle carrying a special load across a variety of driving contexts.

Driving must be carried out in accordance with relevant state/territory road and traffic authority licence and permit requirements and regulations and specific regulatory and permit requirements for the special load being carried.

Driving is performed with limited supervision, and with duty of care responsibility for self and others in achieving the prescribed outcomes.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

C – Vehicle Operation

Unit Sector

Not applicable.

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Carry out pre-operational checks	**1.1** Job hazards are identified and required action is taken to minimise, control or eliminate identified hazards
	1.2 Pre-operational checks for special purpose vehicle and associated ancillary equipment are carried out in accordance with manufacturer requirements, government regulations, and workplace policies and procedures
	1.3 Faults and defects identified during checks are repaired or reported in accordance with workplace procedures
2 Drive a vehicle carrying special loads	**2.1** Vehicle is manoeuvred in accordance with regulations/permit requirements for vehicle class involved and load being carried
	2.2 Vehicles carrying explosives or dangerous goods (DG) are driven along designated routes in accordance with relevant codes, government regulations and workplace policies
	2.3 Load is transported and vehicle is manoeuvred in accordance with required precautions relating to load unusual/special characteristics and/or relevant government regulations for special load, including the current Australian Dangerous Goods (ADG) Code and the current Australian Code for the Transport of Explosives by Road and Rail
	2.4 Signs, placards or indicators are fixed to vehicle, as required
	2.5 Appropriate procedures are followed for load concerned in a driving emergency
	2.6 Documentation is completed and proofread in accordance with workplace procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of

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competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Unit Mapping Information

This unit replaces and is equivalent to TLIC3063A Operate vehicle carrying special loads.

Links

Companion Volume Implementation Guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIC3063 Operate vehicle carrying special loads

Modification History

Release 2. This is the second release of this unit of competency in the TLI Transport and Logistics Training Package:

- Minor statement changes in Assessment Conditions.

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying precautions and required action to minimise, control or eliminate identified hazards
- applying relevant legislation and workplace procedures
- checking and replenishing fluids and carrying out lubrication processes
- communicating effectively with others
- completing relevant documentation
- interpreting and following operational instructions and prioritising work
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring and anticipating traffic hazards and taking appropriate actions
- monitoring performance of vehicle, its equipment and load, and taking appropriate actions, as required
- operating and adapting to differences in equipment in accordance with operating procedures
- reading and interpreting relevant instructions, procedures, information and signs
- reporting and/or rectifying identified problems, faults or malfunctions promptly in accordance with regulatory requirements and workplace procedures
- servicing vehicle and its equipment in terms of maintenance schedule and operating procedures
- working collaboratively with others
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- efficient driving techniques

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- engine power management and safe driving strategies
- factors that increase fatigue-related accidents
- factors that may cause traffic delays and diversions and related actions that can be taken by a driver
- fatigue management strategies including on-road techniques
- lifestyles that promote effective long-term fatigue management
- map reading and road navigation techniques
- pre-operational checks carried out on vehicle and related actions
- procedures to be followed in a driving emergency
- relevant Australian regulations and codes of practice for handling and transporting dangerous goods (DG) and hazardous substances, including the current Australian Dangerous Goods (ADG) Code and the current Australian Code for the Transport of Explosives by Road and Rail
- relevant state/territory road and traffic authority road rules, regulations, permits and licence requirements
- relevant work health and safety (WHS)/occupational health and safety (OHS) and environmental procedures and regulations
- vehicle controls, instruments and indicators, and their use
- workplace driving and operational instructions.

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Practical assessment must be in vehicles designed to carry special loads, for example, concrete agitator, livestock transporter, armoured car, tanker, refrigerated vehicle, waste vehicle, fresh produce vehicle, car carrier, container carrier or recovery vehicle.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include:

- a range of relevant exercises, case studies and/or simulations
- relevant materials, tools, equipment and personal protective equipment (PPE) currently used in industry
- applicable documentation including workplace procedures, regulations, current ADG Code, codes of practice and operation manuals.

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TLIC4006 Drive multi-combination vehicle

Modification History

Release 2. This is the second release of this unit of competency in the TLI Transport and Logistics Training Package:

- Minor statement changes in Assessment Conditions.

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to drive a multi-combination vehicle safely, including maintaining systematic and efficient control of all vehicle functions, coupling and uncoupling dollies, monitoring traffic and road conditions, managing vehicle condition and performance, and effectively managing hazardous situations.

Driving must be carried out in accordance with relevant state/territory road and traffic authority licence requirements and regulations for multi-combination vehicles.

Driving is performed with limited supervision, and duty of care responsibility for self and others in achieving the prescribed outcomes.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

C – Vehicle Operation

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1	**Drive multi-combination vehicle**	**1.1** Multi-combination vehicle is started, steered, manoeuvred, positioned and stopped in accordance with traffic regulations and manufacturer instructions
		1.2 Engine power is managed to ensure efficiency and performance, and to minimise engine and transmission damage
		1.3 Multi-combination vehicle braking system is managed and operated to ensure effective control of vehicle under all conditions
		1.4 Driving hazards are identified and/or anticipated and avoided or controlled through defensive driving
		1.5 Multi-combination vehicle is driven in reverse, maintaining visibility and achieving accurate positioning
		1.6 Multi-combination vehicle is parked, shut down, uncoupled and secured in accordance with manufacturer specifications, traffic regulations and workplace procedures
		1.7 Appropriate signage and lights are checked for operational effectiveness and for conformity to prescribed traffic regulations
		1.8 Appropriate procedures are followed in a driving emergency
2	**Monitor traffic and road conditions**	**2.1** Most efficient and permissible route of travel is taken by monitoring and anticipating traffic flows and conditions, road standards and other factors likely to cause delays or route deviations
		2.2 Traffic and road conditions are constantly monitored and acted on to enable safe operation and to ensure no injury to people or damage to property, equipment, loads and facilities
3	**Monitor and maintain vehicle performance**	**3.1** Vehicle performance is maintained through pre-operational inspections and vehicle checks
		3.2 Prime mover, dollies and trailer are aligned and coupled in proper sequence in accordance with manufacturer instructions and workplace procedures
		3.3 Coupled vehicle is checked and tested to ensure it is correctly secured and to confirm it is fully operational

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3.4 Performance and efficiency of vehicle operation is monitored during use

3.5 Defective or irregular performance or malfunctions are reported to appropriate authority

3.6 Vehicle records are maintained/updated and information is processed in accordance with workplace procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Unit Mapping Information

This unit replaces and is equivalent to TLIC4006A Drive multi-combination vehicle.

Links

Companion Volume Implementation Guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIC4006 Drive multi-combination vehicle

Modification History

Release 2. This is the second release of this unit of competency in the TLI Transport and Logistics Training Package:

- Minor statement changes in Assessment Conditions.

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying precautions and required action to minimise, control or eliminate identified hazards
- checking and replenishing fluids and carrying out lubrication processes
- completing relevant documentation
- monitoring and anticipating traffic hazards and taking appropriate action
- monitoring performance of vehicle, its trailers and its equipment and taking appropriate action as required
- operating and adapting to differences in equipment in accordance with operating procedures
- reading and interpreting relevant instructions, procedures, information and signs
- reporting and/or rectifying identified problems, faults or malfunctions promptly in accordance with regulatory requirements and workplace procedures.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- causes and effects of fatigue on drivers
- differences between transmission types
- driving hazards and related defensive driving techniques
- efficient driving techniques
- engine power management and safe driving strategies
- factors that increase fatigue-related accidents
- factors that may cause traffic delays and diversions and related actions that can be taken
- fatigue management strategies including on-road techniques
- lifestyles that promote effective long-term fatigue management
- map reading and road navigation techniques

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- multi-combination vehicle controls, instruments and indicators, and their use
- multi-combination vehicle handling procedures
- pre-operational checks carried out on multi-combination vehicle and related actions
- principles of operation of air brakes and procedures for their use
- principles of stress management when driving a vehicle
- relevant state/territory road and traffic authority road rules, regulations, permits and licence requirements
- relevant work health and safety (WHS)/occupational health and safety (OHS) and environmental procedures and regulations
- workplace driving and operational instructions.

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Assessment of this unit may be undertaken within a licensing examination conducted by, or under the authority of, the relevant state/territory road and traffic authority.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant materials, tools, equipment and personal protective equipment (PPE) currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.

Links

Companion Volume Implementation Guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLID0001 Load and unload vehicles carrying special loads

Modification History

Release 1. This is first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to load and unload vehicles carrying special loads, in accordance with relevant state/territory roads and traffic authority licence and permit requirements and regulations, as well as specific code, regulatory and permit requirements.

It includes loading and unloading special loads onto and from a vehicle, securing and protecting vehicle and load, and completing all required documentation.

Work is performed under some supervision generally within a team environment.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

D – Load Handling

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Load and unload vehicle	**1.1** Load characteristics are identified and taken into account when determining appropriate loading and unloading procedures
	1.2 Hazardous and specialised cargo including powders,

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			raw grain product and controlled waste are identified and handled in accordance with required workplace procedures, work health and safety (WHS)/occupational health and safety (OHS)/occupational safety and health (OSH) and regulated requirements
		1.3	Vehicle is loaded in consultation with relevant documentation and personnel in accordance with vehicle loading regulations and workplace safety requirements
		1.4	Lifting aids and appliances are selected and used to aid loading procedures in accordance with workplace procedures and safety legislation
		1.5	Vehicle is unloaded or partially unloaded in a safe and efficient manner taking into account suitable locations, stowage, safe use of equipment and balance of remaining load
		1.6	Ancillary equipment is operated in accordance with workplace procedures and manufacturer instructions during loading and unloading operations
2	**Secure and protect vehicle and load**	**2.1**	Vehicle load is secured using correct load restraint and protection equipment for different loads, vehicles and carriage conditions
		2.2	Load is protected in accordance with legal and workplace safety requirements
		2.3	Load distribution is checked to ensure it is even, legal and within vehicle safe working capacity
		2.4	Loaded vehicle is inspected and checked for security to travel
3	**Complete documentation**	**3.1**	Documentation is completed and proofread in accordance with workplace procedures
		3.2	All required cargo transportation documentation is completed in accordance with workplace requirements

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLID3014 Load and unload vehicles carrying special loads.

Links

Companion Volume Implementation Guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLID0001 Load and unload vehicles carrying special loads

Modification History

Release 1. This is first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying precautions and required action to minimise, control or eliminate identified hazards
- applying relevant legislation and workplace procedures
- applying techniques for load security
- communicating and working collaboratively effectively with others when loading and unloading special loads
- completing relevant documentation
- estimating size, shape and special requirements of loads
- identifying and correctly using load handling equipment when loading and unloading hazardous cargo and specialised cargo including:
  - powders
  - raw grain product
  - controlled waste
- identifying and interpreting containers and goods coding, International Maritime Dangerous Goods (IMDG) Code markings and emergency information panels
- interpreting and following operational instructions and prioritising work
- loading and unloading a load safely
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring work activities in terms of relevant documentation
- operating and adapting to differences in equipment in accordance with operating procedures
- reading and interpreting relevant instructions, procedures, information and signs
- selecting and using required personal protective equipment and conforming to industry and work health safety (WHS)/occupational health and safety (OHS)/occupational safety and health (OSH) standards
- using manual handling techniques safely

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of

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the requirements of the elements and performance criteria and include knowledge of:

- characteristics of special loads including:
  - powders
  - raw grain product
  - controlled waste
- containers and goods coding, IMDG Code markings and emergency information panels, including their meaning and implications for loading and unloading processes
- housekeeping standards and procedures
- methods for securing special loads
- national Load Restraint Guide (LRG)
- relevant state/territory mass and loading regulations for special loads, including current Australian Dangerous Goods (ADG) Code and Australian Code for the Transport of Explosives by Road and Rail
- risks and hazards when loading and unloading special loads, and related precautions to control the risk
- site layout considerations and obstacles to unloading operations
- WHS/OHS/OSH procedures and guidelines for lifting and moving loads
- workplace procedures and policies for loading and unloading vehicles designed to carry special loads.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, national LRG, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

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Links

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TLID0006 Move materials mechanically using automated equipment

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to move materials mechanically using automated equipment.

It includes selecting appropriate automated mechanical moving equipment, moving materials in accordance with operational requirements, checking condition of materials and completing required records.

Work must be carried out in compliance with relevant work health and safety (WHS)/occupational health and safety (OHS) regulations related to automated mechanical equipment.

Work is performed under limited or minimum supervision.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

D – Load Handling

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1	**Identify task and select automated equipment**	**1.1**	Automated equipment is selected in accordance with workplace procedures, manufacturer specifications and loads characteristics
		1.2	Pre-operational checks are completed and safe working load is determined in accordance with workplace procedures and manufacturer specifications
		1.3	Automated equipment faults are identified and appropriate action taken in accordance with workplace procedures
		1.4	Dangerous goods (DG) and hazardous materials are identified and handled in accordance with workplace procedures
2	**Move materials with automated equipment**	**2.1**	Planned route is determined and work area deemed safe
		2.2	Hazards are identified, risks are assessed and control measures are implemented
		2.3	Materials are moved using automated equipment in accordance with manufacturer specifications and workplace procedures
		2.4	Materials are monitored in accordance with workplace procedures
3	**Complete material move and records**	**3.1**	Materials are inspected in accordance with workplace procedures
		3.2	Records are updated in accordance with workplace procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

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Unit Mapping Information

This unit replaces and is equivalent to TLID2013 Move materials mechanically using automated equipment.

Links

Companion Volume Implementation Guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLID0006 Move materials mechanically using automated equipment

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying precautions and required action to minimise, control or eliminate identified hazards
- applying workplace procedures when using automated equipment
- following relevant instructions, workplace procedures and signs
- monitoring performance of automated equipment and taking action in accordance with workplace procedures
- reporting automated equipment faults in accordance with workplace procedures
- undertaking operational checks of automated equipment
- using personal protective equipment (PPE) according to workplace procedures.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- characteristics, capabilities and limitations of automated equipment
- hazards when using automated equipment and related risk control measures
- problems that may occur and appropriate actions that can be taken to resolve these problems
- relevant work health and safety (WHS)/occupational health and safety (OHS) procedures and regulations
- workplace policies and procedures for using automated equipment.

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational

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situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include:

- relevant materials, tools, automated equipment and PPE
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals.

Links

Companion Volume Implementation Guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLID0007 Operate specialised load shifting equipment

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to operate specialised load shifting equipment in accordance with codes of practice, permits, workplace requirements and relevant regulatory requirements as part of work undertaken in the stevedoring, transport, warehousing and logistics industries.

It includes planning work for current working conditions; using controls and equipment operating systems to manage moving the unit and accessory operations; locating load and identifying load characteristics; moving materials and loads; monitoring and operating controls; and stopping, parking and securing equipment after operation.

Safety checks and equipment tests are performed under limited supervision.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

D – Load Handling

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Prepare work for current working conditions	**1.1** Hazards are identified, risks assessed and control measures implemented

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	1.2	Traffic flow and work area conditions are assessed and adjusted to ensure safe operation
	1.3	Load characteristics are taken into account to ensure appropriate attachments/gear are used to move load in accordance with lift plan
	1.4	Working load limit (WLL) is calculated
	1.5	Occurrences in work area that may impact on safety and efficiency of operations are reported to relevant personnel in accordance with workplace procedures
2 Operate specialised loading equipment	**2.1**	Equipment is inspected and configured in accordance with manufacturer specifications, prepared and appropriate attachments are fitted
	2.2	Gear and operational levers are checked to ensure they are in neutral position prior to inserting ignition key and starting engine
	2.3	Engine is started in accordance with manufacturer guidelines to bring engine up to speed
	2.4	Instruments and gauges are monitored to ensure operation is within manufacturer specifications and workplace procedures
	2.5	Engine power is managed to ensure efficiency of equipment movement and economy of equipment operations
	2.6	Equipment operations are conducted in accordance with manufacturer specified torque range
	2.7	Faults or damage to equipment are immediately reported to relevant personnel in accordance with workplace procedures
3 Locate load and identify load characteristics	**3.1**	Load is located and identified in accordance with workplace procedures
	3.2	Loading and unloading plans are followed to ensure efficiency and safety of operations
	3.3	Load characteristics are taken into account to ensure appropriate loading and unloading workplace procedures are followed

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		3.4 Hazardous goods are identified and relevant procedures are taken into account when planning and conducting work
		3.5 Load characteristics, weight and dimensions are checked to ensure lifting capacity is not exceeded
4	**Move materials and loads**	**4.1** Equipment is manoeuvred and positioned using smooth and controlled movements
		4.2 Movements are made within equipment limits and in accordance with manufacturer specifications
		4.3 Materials are moved ensuring no injury to personnel or damage to equipment or goods
5	**Monitor and operate controls**	**5.1** Equipment controls are operated and monitored in accordance with manufacturer operating instructions
		5.2 Control systems are interpreted and acted on in accordance with manufacturer guidelines and workplace procedures
		5.3 Control faults are identified and reported in accordance with workplace procedures
6	**Shut down and secure equipment**	**6.1** Equipment is brought to a controlled halt in accordance with manufacturer guidelines
		6.2 Equipment is shut down without injury to personnel or damage to equipment, loads or facilities in accordance with company procedures
		6.3 Equipment is secured on a flat, even surface, clear of doorways, aisles, access ways or blind corners in accordance with securing procedures for appropriate equipment
		6.4 Problems, faults or malfunctions are reported and/or rectified in accordance with regulatory requirements and workplace procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Unit Mapping Information

This unit replaces and is equivalent to TLID2012 Operate specialised load shifting equipment.

Links

Companion Volume Implementation Guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLID0007 Operate specialised load shifting equipment

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying precautions and required actions to minimise, control or eliminate identified hazards
- applying relevant workplace procedures
- checking and replenishing fluids and carrying out lubrication processes during work activities
- communicating effectively with others
- completing relevant documentation
- implementing contingency plans
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring and prioritising work activities in terms of planned schedule
- monitoring performance of specialised load shifting equipment and taking appropriate action as required
- operating and adapting to differences in equipment in accordance with operating procedures
- operating electronic communications equipment to required protocol
- planning own working, predicting consequences and identifying improvements
- reading, interpreting and following relevant instructions, procedures, information and signs
- selecting and using relevant gear and accessories
- selecting and using required personal protective equipment (PPE) conforming to industry and work health and safety (WHS)/occupational health and safety (OHS) standards.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- conveyed material potential for toxicity, reactiveness, material grade, type and purpose, including information from relevant safety data sheets (SDS)/material safety data sheets (MSDS) and current Australian Dangerous Goods (ADG) Code documentation
- documentation, record requirements and housekeeping standards, including:
  - relevant permit and licence requirements
  - site layout and obstacles

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- operational safety requirements and precautions for specialised load shifting equipment concerned
- operational work systems, equipment, management and site operating systems for operating specialised load shifting equipment
- problems that may occur and appropriate actions that can be taken to resolve these problems
- purpose, characteristics, capabilities, requirements and limitations of specialised load shifting equipment
- relevant regulations for operating specialised load shifting equipment, including current ADG Code and relevant approved storage facilities, quarantine or other legislative requirements
- relevant WHS/OHS and environmental protection procedures and guidelines
- workplace procedures and policies for operating specialised load shifting equipment.

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include:

- relevant materials, tools, equipment and PPE
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals.

Links

Companion Volume Implementation Guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLID0008 Shift loads using bridge or gantry crane

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to shift loads using bridge or gantry crane in accordance with relevant regulations and workplace requirements as part of work activities in the transport and logistics industry.

It includes planning work for the prevailing working conditions, using controls and operating systems to manage the operation of equipment, and locating and identifying load characteristics. It also includes safely moving the load; monitoring controls and stopping, shutting down and securing equipment after the completion of operations.

Work is performed under some supervision generally within a team environment.

Where the load shifting equipment operated is considered to be high risk work, the operator must hold a high-risk work licence.

Pre-requisite Unit

Not applicable.

Competency Field

D – Load Handling

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Prepare work for the prevailing working	**1.1** Traffic flow, weather and work area conditions are constantly assessed and adjusted to allow for safe

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	conditions		operations
		1.2	Hazards are identified, risks are assessed and control measures are implemented
		1.3	Load characteristics are taken into account to ensure appropriate attachments/gear are used to move the load in accordance with lift plan
		1.4	Occurrences in the work area that may affect the safety and efficiency of operations are reported to relevant personnel in accordance with workplace procedures
		1.5	Bridge or gantry crane and equipment are inspected and configured in accordance with manufacturer specifications, prepared and appropriate attachments fitted
		1.6	Crane pre-operational checks are conducted in accordance with manufacturer specifications and workplace procedures
2	**Operate bridge or gantry crane**	**2.1**	Bridge or gantry crane is started and operated in accordance with manufacturer specifications
		2.2	Instruments and gauges are monitored to ensure operation is within manufacturer specifications and workplace procedures
		2.3	Faults or damage to bridge or gantry equipment are immediately reported to relevant personnel in accordance with workplace procedures
3	**Locate load and identify load characteristics**	**3.1**	Load is located and identified
		3.2	Working load limit (WLL) of bridge or gantry crane and equipment are identified and communicated to relevant personnel
		3.3	Load characteristics, weight and dimensions are checked to ensure gantry lifting capacity is not exceeded
		3.4	Loading and unloading plans are followed to ensure efficiency and safety of operations
		3.5	Load and environmental conditions are assessed to ensure appropriate loading and unloading procedures are followed

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		3.6	Hazardous cargo is identified and relevant procedures are taken into account when planning and conducting work
4	**Operate bridge or gantry crane to safely move load**	**4.1**	Bridge or gantry crane is operated and positioned using smooth and controlled movements
		4.2	Movements are within equipment limits and in line with manufacturer specifications
		4.3	Load is moved in accordance with workplace procedures and to ensure safe operation
		4.4	Communication is maintained with relevant personnel
		4.5	Bridge or gantry crane is immediately stopped, and workplace procedures are followed, in the event of an incident or emergency
		4.6	Bridge or gantry crane controls are operated and monitored in accordance with manufacturer specifications
		4.7	Bridge or gantry crane control faults are identified and reported in accordance with workplace procedures
5	**Shut down and secure crane**	**5.1**	Bridge or gantry crane is shut down in accordance with manufacturer specifications and workplace procedures
		5.2	Equipment is secured in accordance with workplace procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Unit Mapping Information

This unit replaces and is equivalent to TLID3043 Shift loads using gantry equipment.

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Links

Companion Volume Implementation Guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLID0008 Shift loads using bridge or gantry crane

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying precautions and implementing risk control measures
- applying relevant legislation and workplace procedures
- communicating effectively with others
- completing relevant documentation
- estimating size, shape and special requirements of loads
- identifying cargo, container and goods, coding, Australian Dangerous Goods (ADG) Code and International Maritime Dangerous Goods (IMDG) Code markings and emergency information panels
- identifying, selecting and using relevant equipment, processes and procedures
- implementing contingency plans
- interpreting and following operational instructions and prioritising work
- interpreting relevant instructions, procedures and signs
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring bridge or gantry crane and equipment performance
- monitoring work activities in terms of planned schedule
- operating and adapting to differences in equipment in accordance with workplace procedures
- receiving, acknowledging and sending messages using appropriate communications equipment
- reporting and/or rectifying identified problems, faults or malfunctions promptly in accordance with regulatory requirements and workplace procedures
- using personal protective equipment (PPE) in accordance with workplace procedures
- working collaboratively with others
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of

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the requirements of the elements and performance criteria and include knowledge of:

- Australian and international codes, regulations and licence/permit requirements relevant for using bridge or gantry crane and equipment to shift loads
- cargo marking and numbering systems
- high-risk work licence requirements for bridge and gantry crane and associated equipment
- operational work systems, equipment, management and site operating systems for using bridge or gantry equipment to shift loads
- problems that may occur and appropriate actions that can be taken to resolve these problems
- relevant approved storage facilities, quarantine or other legislative requirements
- relevant safety codes of practice and emergency response procedures
- relevant work health and safety (WHS)/occupational health and safety (OHS) and environmental protection procedures and guidelines
- requirements for working load limit (WLL) of bridge or gantry crane and equipment
- types of bridge or gantry crane and equipment used to shift loads in terminals/wharves, their applications and procedures and precautions for their use
- workplace procedures and policies for using bridge or gantry crane and equipment to shift loads.

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include:

- relevant materials, tools, equipment and PPE
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals.

Links

Companion Volume Implementation Guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLID1001 Shift materials safely using manual handling methods

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to shift loads safely using manual handling methods. Work must be carried out in compliance with the relevant work health and safety (WHS)/occupational health and safety (OHS) regulations concerning the manual handling and movement of loads.

It includes assessing the risks associated with relocating the load, planning the relocation process and carrying out the relocation in accordance with the plan.

Work is performed under some supervision generally within a team environment.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

D – Load Handling

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Assess risks associated with	1.1 Products, goods or materials to be relocated are identified and assessed to determine appropriate relocation method

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relocating load	1.2	Storage locations are determined and potential routes to be followed are identified
	1.3	Effect of load relocation on original load base is predicted
	1.4	Points of balance are estimated
	1.5	Required clearances are compared to available space and adjustments are made to moving loads to reflect required clearance
	1.6	Effects of moving contents, which may be loose, liquid, dangerous or hazardous, are considered
	1.7	Risks in potential routes are considered
	1.8	Risks to self are identified arising from the required lifting, load carrying, set down or movement of the goods
	1.9	Manual handling procedures for lifting, lowering and carrying, pushing and pulling are identified
	1.10	Team lifting processes are considered when moving loads
	1.11	Appropriate personal protective equipment is determined
	1.12	Size to weight ratio of items to be manually handled are identified
2 Plan load relocation	2.1	Relocation of the load is planned, consistent with the code of practice for manual handling and in accordance with the risk assessment
	2.2	Process for relocating load is proposed including predicting and planning for potential difficulties
	2.3	Proposed process is checked for compliance with code of practice and workplace procedures
3 Relocate load	3.1	Actions for lifting, lowering and carrying, pulling and pushing a load are in accordance with workplace procedures and WHS/OHS requirements
	3.2	Applications appropriate for team relocation of load are identified
	3.3	Team lifting tasks are coordinated
	3.4	Planned process and route are followed

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3.5 Relocated materials are set down without damage to goods, personnel or equipment and are checked for stability

3.6 Relocation is checked to see it meets work requirements and variance/s are reported

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLID1001A Shift materials safely using manual handling methods.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLID1001 Shift materials safely using manual handling methods

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying precautions and required action to minimise, control or eliminate risks that may exist when manually lifting and handling materials and goods
- applying relevant legislation and workplace procedures
- communicating effectively with others when manually lifting and handling materials and goods
- implementing contingency plans when manually lifting and handling, materials and goods
- interpreting and following operational instructions and prioritising work
- interpreting manual handling risks
- modifying activities depending on operational contingencies, risk situations and environments
- operating and adapting to differences in loads and materials in accordance with standard operating procedures
- reading and interpreting instructions, procedures and information relevant to the manual lifting and handling of materials and goods
- selecting and using required personal protective equipment conforming to industry and work health and safety (WHS)/occupational health and safety (OHS) standards
- using correct manual handling practices
- working collaboratively with others when manually lifting and handling materials and goods
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

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Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- housekeeping standards and procedures
- relevant WHS/OHS procedures and guidelines concerning the manual lifting and movement of loads
- risks when manually lifting and handling materials and goods, and related precautions to control the risk, including:
- controlled actions on a movement during lifting
- distance over which load is to be shifted
- frequency of shifting operations
- load on the spine during lifting
- postures and positions during lifting
- rotation and side movement of the spine during lifting
- time allowed for shifting the load
- type, weight and position of the load
- work layout
- site layout and obstacles
- workplace procedures and policies for manual handling.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice

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and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLID2004 Load and unload goods/cargo

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to load and unload goods and cargo in accordance with relevant state/territory roads and traffic authority regulations/permit requirements.

It includes loading and unloading goods and cargo, securing and protecting a load and completing all required documentation.

Work is performed under general supervision within a team environment.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

D – Load Handling

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1	**Load and unload goods/cargo**	1.1 Load characteristics are identified and taken into account when determining appropriate loading and unloading workplace procedures
		1.2 Job hazards are identified and required action is taken to minimise, control or eliminate identified hazards
		1.3 Dangerous or hazardous goods are identified and handled in accordance with the current Australian Dangerous Goods (ADG) Code and other relevant regulations/permit requirements
		1.4 Load is packed/unpacked to make safe and effective use of available spaces
		1.5 Goods/cargo are loaded in accordance with relevant mass and loading regulations and workplace procedures
		1.6 Lifting aids and appliances are selected and used to aid loading procedures in accordance with workplace procedures and safety legislation
		1.7 Unloading activities are conducted in a safe and efficient manner taking into account suitable locations, stowage, safe use of equipment and balance of remaining load
		1.8 Goods requiring special handling and/or documentation are identified and workplace procedures are followed
		1.9 Relocated material is restacked appropriate for transport method, safe height, weight loading, size and crushability of goods
2	**Secure and protect load**	2.1 Load distribution is checked to ensure it is even, legal and within safe working capacity
		2.2 Load is checked to ensure dangerous goods and hazardous substances are appropriately segregated in accordance with current ADG Code
		2.3 Load is secured using correct load restraint and protection equipment for different loads, carrying and storage conditions
		2.4 Load is protected in accordance with legal and workplace safety requirements
3	**Complete**	3.1 Load is inspected and checked for security to travel, in accordance with relevant regulations/permit requirements

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documentation		and current ADG Code, as required
	3.2	All required goods documentation is completed in accordance with workplace requirements including current ADG Code, as required

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLID2004A Load and unload goods/cargo.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLID2004 Load and unload goods/cargo

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying required action to minimise, control or eliminate identified hazards
- completing relevant documentation
- estimating load size, shape and special requirements and taking appropriate action
- identifying containers and goods coding, Australian Dangerous Goods (ADG) and International Maritime Dangerous Goods (IMDG) Code markings and emergency information panels, and taking appropriate action
- implementing contingency plans
- interpreting and following operational instructions and prioritising work
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring work activities in terms of planned schedule
- operating and adapting to differences in cargo and equipment in accordance with operating procedures
- reporting and/or rectifying identified problems promptly, in accordance with regulatory requirements and workplace procedures
- reading and interpreting relevant instructions, procedures, information, signs and labels
- applying relevant legislation and workplace procedures
- selecting and using required personal protective equipment conforming to industry and work health safety (WHS)/occupational health and safety (OHS) standards
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

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Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- chain of responsibility workplace procedures
- housekeeping workplace procedures
- national load restraint guidelines
- problems that may arise when loading and unloading goods and cargo and actions that should be taken to prevent or solve these problems
- relevant Australian and international regulations and codes of practice for handling and transporting dangerous goods and hazardous substances
- relevant Australian Standards and regulations including state/territory mass and loading regulations
- risks when loading and unloading goods/cargo and related precautions to control risk
- safe work methods for securing load
- security awareness requirements when loading and unloading vehicles and in particular recognising, isolating and reporting suspicious cargo and goods
- site layout and obstacles
- WHS/OHS procedures and guidelines concerning the lifting and movement of loads
- workplace procedures and policies for loading and unloading goods/cargo.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, national Load Restraint Guide (LRG), codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in

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industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLID2010 Operate a forklift

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to operate a forklift in compliance with the relevant state/territory authority licence requirements and regulations, in a variety of operational contexts.

It includes checking forklift condition, driving forklift to fulfil operational requirements, and monitoring and maintaining forklift performance and site conditions.

Assessment of this unit will usually be undertaken within a licensing examination conducted by, or under the authority of, the relevant state/territory work health and safety (WHS)/occupational health and safety (OHS) authority.

Operation of a forklift is performed under some supervision, generally within a team environment.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

D – Load Handling

Unit Sector

Not applicable.

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Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Check forklift condition	1.1 Condition of forklift is checked for compliance with WHS/OHS and workplace requirements for warning devices, manufacturer specifications and nature of load shifting task
	1.2 Attachments are checked to ensure appropriate adjustment and operation
	1.3 Mirrors and seats are adjusted for safe operation by driver
	1.4 Logbooks are checked and appropriate workplace documentation is completed in accordance with workplace requirements
2 Drive forklift	2.1 Forklift is started, steered, manoeuvred, positioned and stopped in accordance with regulations and manufacturer instructions
	2.2 Engine power is managed to ensure efficiency and performance and to minimise engine and gear damage
	2.3 Operational hazards are identified and/or anticipated and avoided or controlled through defensive driving and appropriate hazard control techniques
	2.4 Forklift is driven in reverse, maintaining visibility and achieving accurate positioning
	2.5 Forklift is parked, shut down and secured in accordance with manufacturer specifications, regulations and workplace procedures
3 Operate forklift to handle loads	3.1 Lifting task to be undertaken is appropriately planned, and correct lifting truck and attachments are selected
	3.2 Load is lifted, carried, lowered and set down in accordance with WHS/OHS legislation, manufacturer specifications and company procedures
4 Monitor site conditions	4.1 Hazards and traffic flow are identified when selecting the most efficient route and appropriate adjustments are made
	4.2 Site conditions are assessed to enable safe operations and to ensure no injury to people or damage to property, equipment, loads or facilities occurs

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5 Monitor and maintain forklift performance	5.1 Performance and efficiency of vehicle operation is monitored during use
	5.2 Defective/irregular performance and malfunctions are reported to relevant personnel
	5.3 Forklift records are maintained/updated in accordance with workplace procedures and legislative requirements

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLID2010A Operate a forklift.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLID2010 Operate a forklift

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying precautions and required action to minimise, control or eliminate identified hazards
- applying relevant legislation and workplace procedures
- checking and replenishing fluids, and carrying out lubrication processes
- communicating and working effectively with others
- completing relevant documentation
- ensuring forklift and its equipment are maintained in terms of service schedule and standard operating procedures
- identifying points of balance and safe lifting positions on a range of loads when operating a forklift (including accessories)
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring performance of forklift and its equipment, and taking appropriate action as required
- monitoring and prioritising work activities in terms of planned schedule
- operating and adapting to differences in equipment in accordance with standard operating procedures
- operating electronic communications equipment to required protocol
- reading, interpreting and following relevant instructions, procedures, information and signs
- reporting and/or rectifying identified problems, faults or malfunctions promptly, in accordance with regulatory requirements and workplace procedures
- selecting and using required personal protective equipment conforming to industry and WHS/OHS standards
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

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Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- efficient driving techniques
- engine power management and safe operating strategies
- forklift controls, instruments and indicators, and their use
- forklift handling procedures
- high risk work licence requirements
- operating hazards and related defensive driving and hazard control techniques
- operational emergency procedures
- pre-operational checks carried out on forklift and related action
- principles of stress management when driving a forklift
- relevant duty of care requirements for operating a forklift
- relevant WHS/OHS and environmental procedures and regulations
- site layout and obstacles
- workplace operating procedures.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.

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Links

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TLID2047 Prepare cargo for transfer with slings

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to prepare cargo for the transfer with slings in accordance with workplace requirements and relevant regulatory requirements, within the transport and logistics industry.

It includes preparing for cargo transfer, calculating safe working load (SWL) or working load limit (WLL) of slings and loads, slinging and unslinging cargo, and strapping and unstrapping goods.

People achieving competence in this unit will need to fulfil the applicable state/territory legislated high risk work licence requirements and to comply with relevant codes of practice and/or guidelines.

Safety checks and equipment tests are performed under limited supervision.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

D – Load Handling

Unit Sector

Not applicable.

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Prepare cargo transfer	1.1 Job hazards are identified and required action is taken to minimise, control or eliminate identified hazards
	1.2 Working area is prepared and maintained in accordance with national standards, safety codes and site operating procedures
	1.3 Unsafe work practices and/or faulty equipment is reported in accordance with enterprise procedures
	1.4 Correct protective equipment is identified and worn/used
2 Calculate safe working load or working load limit of slings and loads	2.1 SWL or WLL is calculated using standardised formulae for different types of lifting cables
	2.2 Lifting equipment is checked to determine SWL
	2.3 Slinging gear is checked for conformity with safety equipment
3 Sling and unsling cargo	3.1 Cargo is slung/unslung in accordance with national standards, safety codes and site operating procedures
	3.2 Correct securing devices are identified and used
	3.3 Load is steadied by tag lines as required
	3.4 Damaged cargo is identified and reported in accordance with enterprise procedures
	3.5 Slinging attachments are released from load ensuring no injury to personnel or damage to machinery or cargo
4 Strap and unstrap goods	4.1 Cargo is strapped and unstrapped in accordance with national standards, safety codes and site operating procedures
	4.2 Mechanical strapping equipment is used in accordance with manufacturer instructions
	4.3 Damaged cargo is identified and reported in accordance with enterprise reporting procedures
	4.4 Strapping arrangements are secured/released to/from load ensuring no injury to personnel or damage to machinery or

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cargo

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLID2047A Prepare cargo for transfer with slings.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLID2047 Prepare cargo for transfer with slings

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying precautions and required action to minimise, control or eliminate identified hazards
- applying relevant high risk work legislation and workplace procedures
- calculating safe working load (SWL) and working load limit (WLL)
- communicating and working effectively with others
- completing relevant documentation
- inspecting equipment prior to use
- implementing contingency plans
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring and prioritising work activities in terms of planned schedule
- operating and adapting to differences in equipment in accordance with workplace operating procedures
- planning own work, predicting consequences and identifying improvements
- reading, interpreting and following relevant instructions, procedures, information and signs
- reporting and/or rectifying identified problems promptly, in accordance with regulatory requirements and workplace procedures
- selecting and using relevant gear and equipment when preparing cargo for transfer with slings
- selecting and using required personal protective equipment conforming to industry and work health and safety (WHS)/occupational health and safety (OHS) standards
- using balance points and estimating weights in setting up loads to be shifted
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

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Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- cargo potential for toxicity, reactiveness, material grade, type and purpose including information from relevant safety data sheets (SDSs)/material safety data sheets (MSDSs) and current Australian Dangerous Goods (ADG) Code documentation
- documentation and record requirements
- gear and equipment used when transferring cargo with slings, and precautions and procedures that should be followed in their use
- housekeeping standards and procedures
- operational work systems, equipment, management and site operating procedures for transferring cargo with slings
- problems that may occur when preparing cargo for transfer with slings and appropriate action that can be taken to resolve these problems
- relevant regulations for transferring cargo with slings, including current ADG Code and bond, quarantine and other high risk work legislative requirements
- relevant WHS/OHS and environmental protection procedures and guidelines
- requirements for SWL and WLL
- slings, dogging and rigging licence to perform high risk work requirements
- site layout and obstacles
- workplace procedures and policies for transferring cargo with slings.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice and

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operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

Links

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TLID3011 Conduct specialised forklift operations

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to operate a forklift with specialised attachments or all-terrain equipment, in accordance with relevant state/territory high risk work licence requirements and regulations, in a variety of operational contexts.

It includes checking attachments and worksite for suitability, selecting type of forklift and accessories for required workplace task, shifting load and completing work in accordance with operational requirements.

Specialised operation of a forklift is performed under some supervision, generally within a team environment. It involves the application of equipment operation principles and procedures to maintain the safety and specialised operation of a forklift

A person who operates a forklift must hold a high risk work licence.

Pre-requisite Unit

Not applicable.

Competency Field

D – Load Handling

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS **PERFORMANCE CRITERIA**

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Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.
1	**Check attachments and worksite for suitability**	1.1 Suitable work area is selected for operations
		1.2 Job hazards are identified and required action is taken to minimise, control or eliminate identified hazards
		1.3 Work area is checked for overhead obstructions and proximity to service delivery lines
		1.4 Barriers or warning signs are erected in areas subject to passing traffic
		1.5 Attachments and platforms are securely fixed to carriage or tines
		1.6 Personnel support platforms are inspected to ensure accordance with relevant Australian Standard/s
2	**Select type of forklift and accessories for required workplace task**	2.1 Special equipment, accessories or attachments are identified to match load characteristics and work requirements
		2.2 Appropriate specialised equipment is selected
		2.3 Existing attachments are removed and stored in accordance with workplace procedures
		2.4 Specialised equipment is fitted in accordance with manufacturer instructions and workplace procedures
		2.5 Designated staff are notified about specialist operations
3	**Shift load and complete work**	3.1 Equipment is operated within safe working limits and to maximise efficiency of operations
		3.2 Load is lifted, carried and set down in accordance with workplace and manufacturer procedures, and regulatory requirements
		3.3 Documentation is completed damage or faults to goods or equipment are reported to appropriate personnel
		3.4 Specialist equipment and forklift are returned to appropriate storage/parking area

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Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLID3011A Conduct specialised forklift operations.

Links

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Assessment Requirements for TLID3011 Conduct specialised forklift operations

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying precautions and required action to minimise, control or eliminate identified hazards
- checking and replenishing fluids and carrying out lubrication processes during work activities
- checking forklift compliance plate for safe weight limits
- communicating effectively with others
- completing relevant documentation
- identifying points of balance and safe lifting positions on a range of loads when operating a forklift (including accessories)
- implementing contingency plans
- interpreting and following operational instructions and prioritising work
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring equipment performance
- monitoring work activities in terms of planned schedule
- operating and adapting to differences in equipment in accordance with operating procedures
- reading and interpreting relevant instructions, procedures, information and signs
- reporting and/or rectifying identified problems, faults or malfunctions promptly, in accordance with regulatory requirements and workplace procedures
- selecting and using required personal protective equipment conforming to industry and work health safety (WHS)/occupational health and safety (OHS) standards
- servicing equipment in terms of maintenance schedule and operating procedures
- working collaboratively with others
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

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Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- efficient driving techniques
- engine power management and safe operating strategies
- forklift controls, instruments and indicators, and their use
- handling procedures for forklifts involved in specialised operations
- high risk work licence workplace requirements
- operating hazards, and related defensive driving and hazard control techniques
- pre-operational checks carried out on forklift and accessories, and related action
- procedures to be followed in an operational emergency
- relevant duty of care requirements for specialised operation of a forklift
- relevant WHS/OHS and environmental procedures and regulations
- safe weight limits
- site layout and obstacles
- types of forklift accessories and ancillary equipment, their purposes and procedures for their use
- workplace operating procedures.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

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TLID3033 Operate a vehicle-mounted loading crane

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to operate a vehicle-mounted loading crane to shift loads with a capacity of less than 10 metre tonnes.

It includes positioning and stabilising a vehicle-mounted crane, operating a vehicle-mounted crane, monitoring lift conditions, packing up a vehicle-mounted crane after operations, and completing all required job records.

Work must be carried out in accordance with the relevant state/territory authority licence/permit requirements and regulations pertaining to vehicle-mounted loading cranes.

Work is performed under general supervision. It involves the application of routine principles and procedures when operating a vehicle-mounted loading crane in a variety of operational contexts.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

Not applicable.

Unit Sector

Not applicable.

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Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Position and stabilise vehicle-mounted crane	1.1 Crane is driven to position as specified in job plan to ensure safe operation in accordance with applicable Australian standards, codes of practice, manufacturer specifications, and relevant regulatory and local government requirements
	1.2 Barriers, fencing, temporary boundaries and signage are used as required to isolate working area in accordance with safe working practice and lift requirements
	1.3 Ground is checked to ensure it is firm enough to bear load to be taken
	1.4 Appropriate plates or packing are correctly used to adequately distribute load
	1.5 Outriggers and stabilisers are correctly deployed and positioned in accordance with manufacturer instructions, appropriate Australian standard and other relevant statutory regulations or local authority requirements
	1.6 Outrigger packing is checked for adequacy prior to and after load is taken
2 Operate vehicle-mounted crane	2.1 Planned hazard control strategies are implemented
	2.2 Required signals are correctly given, interpreted and followed in accordance with appropriate Australian standards
	2.3 Load mass is assessed and correlated with crane lifting capacity throughout proposed radii of operation
	2.4 Appropriate lifting gear is selected and load is secured
	2.5 Load is hoisted and lowered into position using crane movements in accordance with appropriate Australian standard
	2.6 Crane controls are operated smoothly
	2.7 Crane is shut down and secured during periods of non-operation in accordance with manufacturer specifications and workplace procedures
3 Monitor lift conditions	3.1 Load is constantly monitored to ensure load and structural stability

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	3.2 Conditions that may affect continuing stability of crane are identified and monitored
	3.3 Unplanned situations are responded to in accordance with workplace procedures in a manner that minimises risk to personnel and equipment
	3.4 Advice is sought from supervisor where there is doubt about correct response to unanticipated conditions or conflict with customer request
	3.5 Supervisor/allocator is advised of concerns about completing job within timeframe
	3.6 Shut-down procedures are implemented in an emergency in accordance with manufacturer instructions
	3.7 Relevant motion locks and brakes are applied
	3.8 Crane is shut down using correct sequence of procedures in accordance with manufacturer specifications and workplace procedures
	3.9 Routine post-operational equipment checks are carried out in accordance with manufacturer specifications
4 Pack up vehicle-mounted crane	4.1 All lifting equipment and crane components are checked for any signs of deterioration or damage in accordance with the appropriate Australian standard
	4.2 Damaged or worn equipment is segregated and reported to an authorised person for testing/repair/destruction
	4.3 Crane equipment is correctly stowed and secured in accordance with manufacturer instructions and the appropriate Australian standard
	4.4 Crane is immobilised and secured for travel in accordance with manufacturer instructions, workplace guidelines and regulatory requirements
5 Complete job records	5.1 Customer feedback is sought regarding satisfaction with completed job and areas of concern are reported in accordance with workplace procedures
	5.2 Customer signature is obtained on job completion documentation
	5.3 Required workplace records are updated accurately and promptly, and processed in accordance with workplace

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procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLID3033A Operate a vehicle-mounted loading crane.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLID3033 Operate a vehicle-mounted loading crane

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying fatigue management knowledge and techniques
- applying precautions and required action to minimise, control or eliminate identified hazards
- checking and replenishing fluids, and carrying out lubrication processes
- communicating effectively with others
- completing relevant documentation
- interpreting and following operational instructions and prioritising work
- monitoring performance of crane and its equipment, and taking appropriate action as required
- operating and adapting to differences in equipment in accordance with standard operating procedures
- operating electronic communications equipment to required protocol
- reading and interpreting relevant instructions, procedures, information and signs
- reporting and/or rectifying identified problems, faults or malfunctions promptly, in accordance with regulatory requirements and workplace procedures
- selecting and using required personal protective equipment conforming to industry and work health and safety (WHS)/occupational health and safety (OHS) standards.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

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- application of relevant agreements, codes of practice and other legislative requirements
- hazard management that is consistent with the principle of hierarchy of control with elimination, substitution, isolation and engineering control measures being selected before safe working practices and personal protective equipment
- high risk work licence requirements
- mobile crane applications, capacities, configurations, safety hazards and control mechanisms
- operational procedures for crane crews
- operational work procedures concerning setting up and rigging a mobile crane at a worksite
- operational work systems and equipment
- prioritising and multi-tasking work
- problems that may arise when operating a vehicle-mounted loading crane and actions that should be taken to prevent or solve these problems
- relevant WHS/OHS and environmental procedures and regulations
- relevant road rules, regulations, permit and licence requirements pertaining to mobile crane operation.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Operate a vehicle-mounted loading crane with a capacity of less than 10 metre tonnes.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.

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TLID3035 Operate a boom type elevating work platform

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to operate a boom type elevating work platform less than 11 metres boom length, in accordance with relevant state/territory licence/permit requirements and regulations, in a variety of operational contexts.

It includes inspecting and testing elevating work platform, assessing job and work requirements, planning work and setting up for lift, and carrying out elevation. It also includes implementing planned hazard controls and strategies, and packing up work platform after operations.

Work is performed with limited supervision, and with duty of care responsibility for self and others in achieving the prescribed outcomes.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

D – Load Handling

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the	Performance criteria describe the performance needed to

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essential outcomes.	demonstrate achievement of the element.
1 Inspect and test elevating work platform	1.1 Work platform is visually inspected prior to operation for evidence of damage, structural weakness or interference in accordance with pre-operational safety check procedures
	1.2 Routine pre-operational equipment checks are carried out in accordance with available checklists
	1.3 Work platform logbook is checked, service requirements are noted and maintenance personnel are advised of requirements
	1.4 Elevating work platform is started in accordance with manufacturer guidelines and start-up procedures for operations, and abnormal noise or movement is reported to authorised person for corrective action
	1.5 Start-up checks are conducted in accordance with manufacturer specifications and company procedures to ensure work platform and equipment are operating correctly
	1.6 Faults are corrected or reported to authorised person for corrective action in accordance with company procedures
	1.7 Operating and emergency controls are checked for correct operation in accordance with manufacturer specifications, including use of emergency decent device
	1.8 Boom is lowered under simulated emergency conditions to check for operational effectiveness
	1.9 Gear and accessories are checked and damaged or worn gear is segregated and reported to authorised person for testing/repair/destruction
	1.10 Results of inspections are recorded and reported in accordance with company procedures
2 Assess job requirements and work	2.1 Briefing, handover details, authorisations and clearances are received, interpreted and clarified in accordance with company and site procedures, and legislative requirements
	2.2 Work area is inspected, potential hazards are identified and appropriate elimination or control measures are selected
	2.3 Weight of load including personnel and equipment, is correctly estimated to ensure job is within limits of work platform capacity

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3	**Plan work and set up for lift**	3.1 Work plan is developed and agreed with relevant workplace personnel, including hazard prevention/control measures, and safety and emergency procedures in line with applicable Australian Standards
		3.2 Suitable firm and level standing is chosen and prepared for location of elevating work platform
		3.3 Outriggers and stabilisers are correctly deployed and positioned in accordance with manufacturer instructions and appropriate Australian Standards
		3.4 Appropriate plates or packing are correctly used under footplates as required to adequately distribute loading
		3.5 Ground is checked before and after packing is installed to ensure it is firm enough to bear load
		3.6 Job plan is developed including hazard prevention/control measures and safety procedures in accordance with applicable Australian Standards and equipment manufacturer specifications
		3.7 Work platform load chart is located and information on permissible loads, radii and heights is taken into account in planning job
		3.8 Job requirements, and workplace rules and procedures are taken into account in job plan
		3.9 Job plan is discussed and confirmed with relevant personnel
		3.10 Work gear and tools are properly stowed in elevating work platform in accordance with Australian Standards, company procedures and guides
4	**Carry out elevation**	4.1 Configuration and operation of elevating work platform are checked as required to ensure safe lift
		4.2 Operation of work platform is carried out in accordance with job plan, appropriate Australian Standard and manufacturer specifications
5	**Implement planned hazard control strategies**	5.1 Load is constantly monitored to ensure safety of personnel, load and structural stability
		5.2 Unplanned situations are responded to in accordance with company procedures, in a manner that minimises risk to personnel and equipment

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	5.3	Required signals are correctly given, interpreted and followed in accordance with appropriate Australian Standards
6 Pack up work platform	6.1	Elevating work platform is shut down using correct sequence of procedures in accordance with manufacturer instructions
	6.2	Routine post-operational equipment checks are carried out in accordance with manufacturer instructions and available checklists, and defects are recorded and reported in accordance with company procedures
	6.3	Elevating work platform is dismantled in accordance with job plan, manufacturer instructions and relevant statutory regulations
	6.4	Outriggers and stabilisers are secured and stowed in accordance with manufacturer instructions
	6.5	Elevating work platform is correctly stowed and secured in accordance with manufacturer instructions and company procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLID3035A Operate a boom type elevating work platform.

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Assessment Requirements for TLID3035 Operate a boom type elevating work platform

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying precautions and required action to minimise, control or eliminate identified hazards
- applying relevant legislation and workplace procedures
- communicating effectively with others
- completing relevant documentation
- identifying and correctly using equipment, processes and procedures
- implementing contingency plans
- interpreting and following operational instructions
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring performance of equipment
- monitoring work activities in terms of planned schedule
- operating and adapting to differences in equipment in accordance with workplace operating procedures
- planning own work, predicting consequences and identifying improvements
- reading and interpreting relevant instructions, procedures, regulations, codes of practice and manuals
- reporting and/or rectifying identified problems, faults or malfunctions promptly, in accordance with regulatory requirements and workplace procedures
- selecting and using required personal protective equipment conforming to industry and work health and safety (WHS)/occupational health and safety (OHS) standards
- servicing equipment in terms of maintenance schedule and workplace operating procedures
- working collaboratively with others
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

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Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- boom type elevating work platform applications, capacities, configurations, safety hazards and control mechanisms
- capability on boom type elevating work platform compliance plate
- operational work systems and equipment
- problems that may arise when operating a boom type elevating work platform and actions that should be taken to prevent or solve these problems
- relevant road rules, regulations, permit and licence requirements for boom type elevating work platform operation
- relevant WHS/OHS and environmental procedures and regulations
- risks and hazards involved in operating a boom type elevating work platform and associated action that can be taken to eliminate or minimise the risk/hazards concerned
- wind speed equipment capability (wind loading)
- workplace procedures for operating a boom type elevating work platform less than 11 metres boom length, at a worksite.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

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TLID3036 Lift and move load using a mobile crane

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to lift and move a load using a non-slewing mobile crane or a slewing mobile crane, in a variety of operational contexts.

It includes operating mobile crane to complete job requirements, monitoring lift conditions, implementing shut-down procedures, packing up crane after operations and completing all required job records.

People achieving competence in this unit will need to fulfil the applicable state/territory legislated high risk work licence requirements and to comply with relevant codes of practice and/or guidelines for mobile crane operations.

Work is performed with limited supervision and duty of care responsibility for self and others, in achieving the prescribed outcomes.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

D – Load Handling

Unit Sector

Not applicable.

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Operate mobile crane	1.1 Job hazards are identified and required action is taken to minimise, control or eliminate identified hazards
	1.2 In ascent and descent to/from crane, correct use is made of means provided, in accordance with relevant codes of practice and workplace procedures
	1.3 Required signals are correctly given, interpreted and followed in accordance with appropriate workplace procedures
	1.4 Boom is positioned to ensure load to be lifted is plumbed under hook
	1.5 Load is hoisted and lowered into position using crane movements, in accordance with appropriate workplace procedures
	1.6 Crane controls are operated smoothly
	1.7 Crane is shut down and secured during periods of non-operation, in accordance with manufacturer specifications and workplace procedures
2 Monitor lift conditions	2.1 Load is constantly monitored to ensure load and structural stability
	2.2 Conditions that may affect continuing stability of crane are identified and monitored
	2.3 Unplanned situations are responded to in accordance with workplace procedures in a manner that minimises risk to personnel and equipment
	2.4 Dogger is advised of new information that affects lift
	2.5 Necessary changes to job plan are discussed and confirmed with rest of crew
	2.6 Advice is sought from supervisor where there is doubt about correct response to unanticipated conditions, or conflict with customer request

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	2.7	Supervisor/allocator is advised of concerns about completing job within timeframe
3 Implement shut-down procedures	3.1	Relevant motion locks and brakes are applied
	3.2	Crane is shut down using correct sequence of procedures in accordance with manufacturer specifications and workplace procedures
	3.3	Routine post-operational equipment checks are carried out in accordance with manufacturer specifications
4 Pack up crane	4.1	Crane is de-rigged with other crane personnel in accordance with manufacturer instructions
	4.2	All lifting equipment and crane components are checked in consultation with crane personnel for signs of deterioration or damage in accordance with appropriate Australian Standard
	4.3	Damaged or worn equipment is segregated and reported to authorised person for testing/repair/destruction
	4.4	Crane and equipment are correctly stowed and secured in accordance with manufacturer instructions and appropriate Australian Standard
5 Complete job records	5.1	Customer feedback is sought about satisfaction with completed job, and areas of concern are reported in accordance with workplace procedures
	5.2	Customer signature on job completion documentation is obtained
	5.3	Required workplace records are updated accurately and promptly, and processed in accordance with workplace procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLID3036A Lift and move load using a mobile crane.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLID3036 Lift and move load using a mobile crane

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying precautions and required action to minimise, control or eliminate identified hazards
- applying relevant high risk work legislation and workplace procedures
- applying risk assessment and management procedures
- calculating safe working load (SWL) and working load limit (WLL)
- communicating and working effectively with others
- completing relevant documentation
- effectively completing pre-operational checks, positioning, stabilising, set-up, post-operational checks of mobile crane
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring performance of equipment
- monitoring work activities in terms of planned schedule
- operating and adapting to differences in equipment in accordance with workplace operating procedures
- operating crane, including all functions to their maximum extension, in lifting and moving a load
- reading and interpreting relevant instructions, procedures, information and signs
- reporting and/or rectifying identified problems, faults or malfunctions promptly, in accordance with regulatory requirements and workplace procedures
- servicing equipment in terms of maintenance schedule and standard operating procedures
- using load charts to determine crane limitations and/or required crane set-up
- using mathematical procedures to determine load weight and lifting equipment required for lift.

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Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- communications systems used during a lift
- hazard management, using the principle of hierarchy of control
- high risk work licence requirements
- mobile crane applications, capacities, configurations, safety hazards and control mechanisms
- operational work systems and equipment
- problems that may occur during a lift, and associated action that can be taken to address these problems
- relevant road rules, regulations, permit and licence requirements for mobile crane operation
- relevant work health and safety (WHS)/occupational health and safety (OHS) and environmental procedures and regulations
- risks and hazards involved in mobile crane operations, and associated action that can be taken to eliminate or minimise the risk
- workplace procedures for operating a mobile crane at a worksite.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- mobile crane, of the type currently used in industry
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLID4032 Plan and conduct specialised lift

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to plan and conduct specialised lift by a mobile crane (excluding demolition work).

It involves a lift that may be specialised in terms of job and equipment requirements, load qualities, or critical aspects of lift location/s.

It includes inspecting site, planning lift, setting up lift, working effectively in a team, lifting and moving load, and following up on a job.

Work must be carried out in accordance with high risk work licence/permit requirements and relevant state/territory authority regulations for specialised mobile crane operations.

Work is performed under general supervision. It involves the application of some judgement and routine principles and procedures for planning and conducting of specialised lifts in a variety of operational contexts.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

D – Load Handling

Unit Sector

Not applicable.

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Inspect site	1.1 Site is inspected as required with other relevant personnel, to assess job requirements
	1.2 All necessary parameters are measured to ensure accuracy of calculations
	1.3 Hazards are identified through inspection of site and load, and required action is taken to minimise, control or eliminate identified hazards
	1.4 Additional information about load and possible hazards is sought from customer and expert personnel, as required
	1.5 Special site requirements are identified
2 Plan lift	2.1 Operation plan is developed in consultation with other relevant personnel, including hazard prevention/control measures in accordance with workplace procedures, applicable Australian Standards and codes of practice
	2.2 Approval to carry out lift is obtained from appropriate statutory authority, as required
	2.3 Multiple crane lifts are planned, as required, to encompass determination of types of cranes suitable for use and an assessment of load share to be carried by each crane
	2.4 Crane load chart is interpreted and information on permissible loads, radii, weights, boom and jib are taken into account in planning job
	2.5 Safe working load (SWL) or working load limit (WLL) is calculated
	2.6 Appropriate drawings and simulations are created to check feasibility of planned operations
	2.7 Information from previous lifts is used in developing operational plan
	2.8 Range of alternatives is considered to ensure effective and safe lift

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		2.9	Unsolicited, irrelevant information is disregarded to focus on task at hand
		2.10	Need for additional/specialised equipment is ascertained and arrangements are made for collection/delivery to site
		2.11	Communications system is determined and all team members are briefed on its use when conducting lift
3	**Set up lift**	3.1	Site measurements and SWL/WLL are checked to verify accuracy
		3.2	Operating and emergency controls are checked to ensure crane is in safe working order
		3.3	Appropriate personal protective equipment is selected and worn in accordance with manufacturer specifications and site requirements
		3.4	Site is isolated as required and assistance is sought to ensure public safety as required
		3.5	Other personnel on site are directed, as required to ensure risks to personnel and equipment are minimised
		3.6	Variables that affect operation predictability are eliminated wherever possible
4	**Work effectively in a team**	4.1	Consultation with all team members is sought in developing operational plan
		4.2	Ideas are discussed and evaluated with team members to determine viability and to reach consensus on an effective plan
		4.3	Individual roles and responsibilities are clarified and agreed
		4.4	Other team members are assisted as required, to ensure operation can be completed safety and efficiently
5	**Lift and move load**	5.1	Nominated authorised person is recognised as being in control and instructions are followed
		5.2	Test runs are conducted as required to ensure a safe lift
		5.3	Load is hoisted and lowered into position using crane movements in accordance with the appropriate Australian Standard

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	5.4	Danger is anticipated by monitoring crane and load, and instruction to stop operation is given, when there are concerns lift is not proceeding as planned
	5.5	Potential impact of change in one area of operation on lift as a whole, is recognised
	5.6	In unanticipated situations, contribution is made to developing alternative operational plan
6 Follow up on job	6.1	Specialised equipment is checked and re-stored in accordance with workplace procedures
	6.2	Operation is reviewed in consultation with relevant personnel and contribution is made to recommendations for review of procedures as required
	6.3	Need for further after-job debriefing or counselling is recognised and appropriate action is taken
	6.4	Records are completed promptly in accordance with workplace procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLID4032A Plan and conduct specialised lift.

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLID4032 Plan and conduct specialised lift

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying precautions and required action to minimise, control or eliminate identified hazards
- applying relevant legislation and workplace procedures
- calculating safe working load (SWL) or working load limit (WLL)
- communicating and working effectively with others
- completing relevant documentation
- developing contingency plans
- ensuring use of required personal protective equipment conforms to industry and work health and safety (WHS)/occupational health and safety (OHS) standards
- interpreting and following operational instructions and prioritising work
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring work activities in terms of planned schedule
- operating and adapt to differences in equipment in accordance with workplace operating procedures
- planning own work, predicting consequences and identifying improvements
- prioritising and multi-tasking work
- providing leadership and working collaboratively with others
- reading and interpreting relevant instructions, procedures, information, technical data, manuals and signs
- reporting and/or rectifying problems promptly, in accordance with regulatory requirements and workplace procedures
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

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Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- calculations for SWL or WLL
- focus of operation of work systems and equipment
- mobile crane applications, capacities, configurations, safety hazards and control mechanisms
- hazard management, consistent with the principle of hierarchy of control
- high risk work licence requirements
- problems that may arise when planning and supervising a specialised lift using a mobile crane and actions that should be taken to prevent or solve these problems
- relevant agreements, codes of practice or other legislative requirements
- relevant road rules, regulations, permit and licence requirements for mobile crane operation
- relevant WHS/OHS and environmental procedures and regulations
- safe work method statement
- workplace procedures for crane crews
- workplace procedures for setting up and rigging a mobile crane at a worksite.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- mobile crane, of the type currently used in industry
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIE3002 Estimate/calculate mass, area and quantify dimensions

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to estimate and calculate mass, area and quantify dimensions of loads in accordance with workplace requirements and relevant regulations, as part of work functions within the transport and logistics industry.

It includes estimating loads to be transported or placed in storage, estimating load limits of transport and/or storage systems, and organising a load.

Work is performed under some supervision generally within a team environment.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

E – Communication and Calculation

Unit Sector

Not applicable.

Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1 Estimate loads for transport or storage	1.1 Order forms/work orders are read and requirements are noted
	1.2 Shape, balance characteristics, dimensions and mass of load/s are identified
	1.3 Area/volume required for storage is estimated
	1.4 Weights and volumes are totalled to calculate load requirements of transport or storage system
2 Estimate load limits of transport and/or storage	2.1 Allowable load limits for storage and/or transport systems are identified in accordance with workplace procedures
	2.2 Capacity of transport and storage systems in terms of mass, area and volume is calculated
3 Organise load	3.1 Load/s is restricted to allowable range
	3.2 Load/s is spread to ensure safe weighting on pallets, trucks, platforms or other storage or transport systems
	3.3 Appropriate workplace documentation is completed

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIE3002A Estimate/calculate mass, area and quantify dimensions.

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Links

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Assessment Requirements for TLIE3002 Estimate/calculate mass, area and quantify dimensions

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying relevant legislation and workplace procedures
- communicating effectively with others
- identifying, selecting and using relevant calculators, computing and office equipment
- interpreting and following operational instructions and prioritising work
- performing basic mathematical operations required when estimating and/or calculating mass, area and volumes of loads and transport/storage facilities including addition, subtraction, multiplication and division
- reading and interpreting relevant instructions, procedures, information and labels
- working collaboratively with others
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- Australian and international codes and regulations relevant to workplace activities
- documentation requirements for the workplace activities concerned
- focus of operation of work systems, equipment, management and site operating systems for transporting and/or storing goods and stock
- problems that may occur when estimating and/or calculating mass, area and volumes of loads and transport/storage facilities, and appropriate action that can be taken to resolve these problems
- relevant work health and safety (WHS)/occupational health and safety (OHS) and environmental protection procedures and guidelines

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- workplace procedures and policies for estimating and/or calculating mass, area and volumes of loads, and transport and storage facilities, including the quantification of dimensions.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIE4006 Collect, analyse and present workplace data and information

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to collect, analyse and present workplace data and information as part of workplace operations.

It includes identifying required information, analysing and preparing information for use, explaining information and presenting workplace information to others.

Work is performed under general or limited supervision, generally within a team environment.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

E – Communication and Calculation

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Collect required data	1.1 Purpose of data and information collection is confirmed

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and information	1.2 Sources of data and information are established
	1.3 Appropriate data and information is identified
2 Prepare data and information for use	2.1 Data and information is collated and analysed in accordance with workplace procedures
	2.2 Data and information are organised and presented in a logical manner
	2.3 Checks for accuracy are made
3 Explain information	3.1 Data and information collection and analysis is explained to others in a way that effectively contributes to workplace operations
	3.2 Outcomes of data and information analysis are presented to others using appropriate presentation modes and resources
	3.3 Questions are answered and appropriate clarification is given
4 Present workplace information	4.1 Information is processed and forwarded to appropriate personnel in accordance with workplace procedures
	4.2 Processed information is collated and stored in accordance with workplace procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

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Unit Mapping Information

This unit replaces and is equivalent to TLIE4006A Collect, analyse and present workplace data and information.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIE4006 Collect, analyse and present workplace data and information

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying relevant legislation and workplace procedures
- communicating and working effectively with others when collecting, analysing and presenting workplace data and information
- completing relevant documentation
- identifying and using required communications and presentation technology
- monitoring and prioritising work activities in terms of planned schedule
- planning own work including predicting consequences and identifying improvements
- reading, interpreting and following relevant instructions and procedures
- working systematically with required attention to detail.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- presentation and communication techniques including barriers to effective communication and how to overcome them
- principles of effective presentation and communication of information
- protocols and procedures for the collection, analysis and presentation of workplace data and information using relevant technology
- relevant procedures and duty of care requirements
- sources of data and information and procedures for processing the information for workplace use
- typical presentation and communications problems, and appropriate action and solutions.

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Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.
-

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIF0009 Ensure the safety of transport activities (Chain of Responsibility)

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to ensure the safety of transport activities.

It includes identifying features and applying chain of responsibility obligation in the Heavy Vehicle National Law (HVNL) or applicable state/territory law and regulations. It also includes identifying and reporting chain of responsibility risks.

Transport activities as defined by the HVNL or applicable state/territory law and regulations.

Work is performed under close direction, generally within a team environment.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

F – Safety Management

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Identify chain of responsibility features in the HVNL or applicable	**1.1** Transport activities and parties in the chain of responsibility are identified

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	state/territory law and regulations		
		1.2	Principle of shared responsibility obligations within chain of responsibility in the HVNL or applicable state/territory law and regulations are identified
		1.3	Primary duty of each party in the chain of responsibility as outlined in the HVNL or applicable state/territory law and regulations are explained
		1.4	So far as reasonably practicable or reasonable steps, compliance with chain of responsibility as outlined in the HVNL or applicable state/territory law and regulations are explained
		1.5	Breaches and penalties for failure to comply with chain of responsibility as identified in the HVNL or applicable state/territory law and regulations are explained
2	**Apply chain of responsibility obligations in the HVNL or applicable state/territory law and regulations**	**2.1**	Workplace policies, procedures and other documents relevant to transport activities as they apply to own job function are identified and explained
		2.2	Methods and requirements to facilitate and ensure management of speed and fatigue are explained in accordance with job function and workplace procedures
		2.3	Methods to assess vehicle dimension and mass limits are explained in accordance with job function
		2.4	Methods to ensure loads are secured are explained in accordance with workplace procedures
		2.5	Heavy vehicles safety standards are identified in accordance with job function and workplace procedures
		2.6	Transport activities risks are identified, assessed and risk control measures implemented in accordance with workplace procedures
		2.7	Workplace procedures and industry practices for reporting transport activities risks are identified and followed
		2.8	Workplace documents relating to chain of responsibility are completed and processed to workplace requirements

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Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Unit Mapping Information

This unit replaces but is not equivalent to TLIF0001 Apply chain of responsibility legislation, regulations and workplace procedures.

Links

Companion Volume Implementation Guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIF0009 Ensure the safety of transport activities (Chain of Responsibility)

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include:

- applying applicable state/territory law and regulations
- assessing the likelihood and consequences of harm relating to own job function on a minimum of three occasions
- completing safety documentation of identified transport activities of a heavy vehicle risk on a minimum of three occasions, each about a different type of risk
- identifying risks associated with transport activities of a heavy vehicle of own job function and at least two other job functions directly related to own job function
- implementing relevant risk control measures and report actions taken to relevant person in accordance with workplace procedures on a minimum of three occasions.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- action required when possible risks of the transport activities are identified
- consideration of external factors in managing speed and fatigue
- function of driver and how they relate to transport activities, including level of influence and control
- methods, industry standards and requirements to ensure management of fatigue, speed, load restraint, mass, dimension and heavy vehicle maintenance and how they relate to transport activities job functions
- parties in the chain of responsibility and the concept of level of influence and control
- potential consequences of non-compliance with the applicable heavy vehicle state/territory law and regulations
- principle of shared responsibility
- transport activities as defined by the Heavy Vehicle National Law (HVNL) or applicable state/territory law and regulations
- what constitutes an unreasonable request
- where to locate current information relating to heavy vehicle transport activities including:
  - codes of practices

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  - heavy vehicle standards
  - securing loads, load placement and load restraint
  - vehicle dimension and mass limits
- workplace policies and procedures for own job function.

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment (PPE) currently used in industry
- applicable documentation including legislation, regulations, codes of practice, workplace procedures and operation manuals.

Links

Companion Volume Implementation Guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIF0012 Implement and coordinate accident-emergency procedures

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to implement and coordinate accident and emergency procedures in accordance with relevant regulations and workplace procedures.

It includes responding to the incident, coordinating on-site activities and completing follow-up actions.

Work is performed under some supervision generally within a team environment. It involves the application of basic emergency response principles when implementing accident and emergency response procedures and includes providing assistance ranging from simple injuries to applying life support systems.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

F – Safety Management

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Respond to incident	**1.1** Details of incidents, accidents and emergencies are

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		received, analysed and confirmed
	1.2	Hazards are identified, risks assessed and control measures implemented
	1.3	Immediate coordination requirements are identified and actioned in accordance with organisation procedures
	1.4	Travel to incident site is undertaken by the shortest, fastest, legal means and routes
2 Coordinate on-site activities	**2.1**	Control of site activities is assumed on arrival, and operator and other authorities present are informed of this action
	2.2	Assistance is provided to clients and operators within limitations of duty of care and organisational requirements
	2.3	Details of personnel, including names and nature of injuries, are notified to relevant personnel, in accordance with organisational policies and procedures
	2.4	Assistance is provided to relevant authorities within legal and policy limitations
3 Complete follow-up actions	**3.1**	Incidents resulting in a near miss, accident or emergency are investigated and a report, including recommendations, is completed in accordance with organisational policies and procedures
	3.2	Accident procedures and emergency plans are reviewed for effectiveness and recommendations for changes are prepared and submitted to appropriate persons

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

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Unit Mapping Information

This unit replaces and is equivalent to TLIF4007 Implement and coordinate accident-emergency procedures.

Links

Companion Volume Implementation Guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIF0012 Implement and coordinate accident-emergency procedures

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying precautions and required action to minimise, control or eliminate identified hazards
- applying relevant legislation and workplace procedures
- communicating effectively with others when implementing and coordinating accident and emergency response procedures
- completing relevant documentation
- interpreting and following operational instructions and prioritising work
- modifying activities depending on operational contingencies, risk situations and environments
- reading and interpreting relevant instructions, procedures, information and signs
- working collaboratively with others when implementing and coordinating accident and emergency procedures
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- means to control and organise an accident scene, provide practical assistance and cooperate with others at the scene
- relevant work health safety (WHS)/occupational health and safety (OHS) and other regulatory codes, procedures and guidelines concerning response to accidents and emergencies
- risks and hazards in the workplace and related precautions to control risk
- workplace procedures and policies for responding to accidents and emergencies.

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training

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Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment (PPE) currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.

Links

Companion Volume Implementation Guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIF1002 Conduct housekeeping activities

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to conduct housekeeping activities in the workplace.

It includes identifying housekeeping requirements, procedures and resources of different areas of the workplace; monitoring and maintaining cleanliness and tidiness in the workplace; and completing assigned housekeeping tasks.

Work is performed under some supervision generally in a team environment.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

F - Safety Management

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Determine housekeeping requirements for different workplace areas	1.1 Workplace housekeeping procedures are identified
	1.2 Equipment and consumables are selected in accordance with work area requirements

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	1.3 Specific procedures and resources for housekeeping activities in different parts of the work area are identified and followed
2 Monitor and maintain cleanliness and tidiness in the workplace	2.1 Initiative is used to continuously monitor worksite cleanliness and tidiness
	2.2 Housekeeping issues are raised with designated personnel in accordance with workplace procedures
	2.3 Housekeeping equipment is operated in accordance with manufacturer instructions and workplace policy
	2.4 Housekeeping equipment and supplies are maintained and stored
3 Complete assigned housekeeping duties	3.1 Assigned housekeeping duties are conducted in accordance with workplace procedures and ensuring that waste is removed
	3.2 Maintenance requirements of any damaged items are notified to appropriate personnel
	3.3 Schedules and records for housekeeping duties are maintained
	3.4 Work areas are checked and required workplace standards are met
	3.5 Work is carried out following enterprise practices and safe work procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

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Unit Mapping Information

This unit replaces and is equivalent to TLIF1002B Conduct housekeeping activities.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIF1002 Conduct housekeeping activities

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying precautions and required action to minimise, control or eliminate hazards that may exist during housekeeping activities
- communicating and working effectively with others when carrying out housekeeping activities
- identifying workplace housekeeping requirements and undertaking housekeeping in the workplace
- interpreting and following operational instructions and prioritising work
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring condition and performance of housekeeping tools and equipment and servicing, in terms of servicing schedule and standard operating procedures
- operating and adapting to differences in equipment in accordance with standard operating procedures
- reporting and rectifying within limits of own role, problems, faults and malfunctions identified when carrying out housekeeping activities, in accordance with regulatory requirements and workplace procedures
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- housekeeping standards
- purpose of housekeeping within the workplace

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- relevant enterprise practices and safeworking procedures for own job role
- risks when carrying out housekeeping tasks and related precautions to control them
- servicing procedures for housekeeping equipment
- site layout and obstacles
- workplace procedures and policies for carrying out housekeeping activities in the workplace.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.
-

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIF2010 Apply fatigue management strategies

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to apply fatigue management strategies within the transport and logistics industry. Work is undertaken in compliance with relevant legislation, regulations, codes and guidelines.

It includes identifying and acting on signs of fatigue and implementing appropriate strategies to minimise fatigue during work activities, in particular when operating equipment, trains, vehicles, load shifting equipment, marine vessels and aircraft.

Work is performed under some supervision generally within a team environment.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

F – Safety Management

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Identify and act on signs of fatigue	1.1 Potential causes of fatigue are identified and action is taken to minimise their effects in accordance with company procedures

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	1.2 Personal warning signs of fatigue are recognised and necessary steps are taken in accordance with workplace procedures, to ensure that effective work capability and alertness are maintained
2 Implement strategies to minimise fatigue	2.1 Workplace procedures are assessed to minimise fatigue
	2.2 Factors that increase the risk of fatigue-related accidents and incidents are minimised
	2.3 Fatigue management strategies are implemented in accordance with workplace policy
	2.4 Lifestyle choices are made that promote the effective long-term management of fatigue
	2.5 Effective practices in combating fatigue are adopted and applied
	2.6 Personal fatigue management strategies are communicated to relevant people
	2.7 Appropriate counter measures are planned to combat fatigue

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIF2010A Apply fatigue management strategies.

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Assessment Requirements for TLIF2010 Apply fatigue management strategies

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- adapting to changes in rosters and standard operating procedures as they relate to fatigue management
- adjusting lifestyle patterns to ensure effective fatigue management during work activities
- applying precautions and required action to minimise and control the effects of fatigue when carrying out own work functions
- applying relevant legislation and workplace procedures
- communicating effectively with others when applying fatigue management strategies
- identifying and meeting own learning needs about fatigue management related matters
- modifying activities and taking appropriate initiatives to manage fatigue in the workplace depending on work contexts, risk situations and environments
- reading and interpreting instructions, procedures, regulations and signs related to fatigue management and applying them to work activities
- recognising symptoms of fatigue and taking appropriate action in accordance with fatigue management regulations and workplace procedures
- working collaboratively with others to manage and minimise the effects of fatigue during work activities.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- causes and effects of fatigue on workers
- factors that increase fatigue-related accidents
- how fatigue affects workplace performance

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- how fatigue contributes to workplace accidents
- lifestyles that promote effective long-term fatigue management
- relevant fatigue management codes, regulations, permit and licence requirements
- relevant work health and safety (WHS)/occupational health and safety (OHS) regulations as they relate to fatigue
- risks and hazards created by workplace fatigue
- sources of information on fatigue
- strategies and ways of managing fatigue
- ways of recognising fatigue
- workplace policies and procedures related to fatigue management and the control of factors that can contribute to fatigue and fatigue-related accidents.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or other simulation
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.
-

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIH2001 Interpret road maps and navigate pre-determined routes

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to interpret road maps and to navigate routes as part of transport operations.

It includes identifying and determining the most appropriate route, and completing required route documentation in accordance with operational requirements.

Work is performed under general or limited supervision. It involves the application of map reading principles and procedures when interpreting street directories and road maps, and following pre-determined routes.

Work must be carried out in accordance with relevant state/territory roads and traffic authority regulations.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

H – Route Planning and Navigation

Unit Sector

Not applicable.

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Identify and determine pre-planned route	1.1 Pre-determined route documentation is accessed and interpreted
	1.2 Relevant street directory, global positioning system (GPS) and road maps are identified and accessed
	1.3 Street directory, GPS and road map symbols are recognised and interpreted
	1.4 Points of departure and destination are identified in a directory index and information is used to locate designated places on appropriate map
	1.5 Pre-determined route directions are interpreted and route is traced using a street directory, GPS and road map
	1.6 Key intersections and other landmarks along route are identified for use in following planned route
	1.7 Alternative contingency routes are identified for emergencies or traffic delays
	1.8 Pre-determined route is correctly followed
2 Complete necessary documentation	2.1 Required route documentation is completed in accordance with purpose of transportation and workplace requirements
	2.2 Required route documentation is filed in accordance with workplace requirements

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIH2001A Interpret road maps and navigate pre-determined routes.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIH2001 Interpret road maps and navigate pre-determined routes

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying relevant legislation and workplace procedures
- completing documentation related to route navigation
- estimating route distances using map information
- interpreting and following operational instructions and prioritising work
- navigating a pre-determined route
- operating and adapting to differences in equipment in accordance with standard operating procedures
- operating electronic communications equipment in accordance with workplace protocols
- planning alternative contingency routes for road works, emergencies or delays
- planning own work, predicting consequences and identifying improvements
- plotting a route from one destination to another relevant to job role
- reading and interpreting relevant instructions, procedures, information and signs
- using global positioning system (GPS) devices to navigate pre-determined routes as required
- using maps and other route documentation to correctly identify and interpret:
  - map symbols
  - roads and intersections
  - town and suburb locations
- working collaboratively with others as required (such as fleet managers, sales team)
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

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Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- current information about accidents or emergencies that might close or restrict traffic on a particular route
- height, width and mass limitations of bridges, tunnels and other critical physical structures along a possible route
- location of service stations/rest stops as required
- operational procedures for interpreting road maps, using GPS devices and navigating routes
- relevant state/territory permit and licence regulations and requirements
- road conditions for various routes, including sections undergoing road works
- security hazards and issues
- traffic conditions at various times of the day/night along specific routes
- typical problems that may arise concerning interpreting road maps, using GPS devices and navigating pre-determined routes, and appropriate action that should be taken
- workplace requirements for recording and documenting route information.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry:
  - GPS
  - road map

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- street directory.

A simulator/online assessment is not suitable for the final assessment of this unit of competency.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIJ3002 Apply quality systems

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to apply quality systems in workplace operations in accordance with relevant regulations and workplace quality standards within the transport and logistics industry.

It includes working within a quality improvement system and using quality improvement systems, tools and techniques in accordance with enterprise procedures.

Work is performed under some supervision, generally within a team environment.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

J – Quality

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Work within a quality improvement system	1.1 Instructions are followed and duties are performed either individually or as a member of a work team within a quality improvement system

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	1.2 Work is completed either individually or as a member of a work team in accordance with standards as defined in workplace policies and procedures
2 Use quality improvement systems, tools and techniques	2.1 Variations from required standards in the quality of services and/or products are detected and reported in accordance with workplace procedures
	2.2 Quality of operations/service is monitored and adjusted as required to ensure internal and external customer satisfaction
	2.3 Quality improvement tools and techniques are used individually and as part of a work team to systematically improve the quality of work, services and/or products

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIJ3002A Apply quality systems.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIJ3002 Apply quality systems

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying relevant legislation and workplace procedures
- communicating effectively with others when applying and implementing quality systems
- completing relevant documentation
- identifying and using equipment, processes and procedures required within the context of the job concerned
- interpreting and following operational instructions and prioritising work
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring work activities in relation to quality system standards and processes
- operating and adapting to differences in equipment in accordance with standard operating procedures
- operating electronic communications equipment to required protocol
- reading and interpreting relevant instructions, procedures and information
- reporting and/or rectifying identified problems, in accordance with regulatory requirements and workplace procedures
- selecting and using quality improvement tools and methods
- working collaboratively with others when applying and implementing quality systems
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

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- operational work systems, equipment or management, site and organisational operating procedures
- housekeeping standards and procedures
- impact of job on enterprise and individual performance
- quality improvement tools and methods
- typical quality-related problems that may arise in work operations and products, and related options for action and solutions
- workplace or site layout
- workplace quality assurance and improvement principles and procedures.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.
-

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLILIC0002 Licence to operate a vehicle loading crane (capacity 10 metre tonnes and above)

Modification History

Release 2. This is the second release of this unit of competency in the TLI Transport and Logistics Training Package:

- Minor statement changes in unit Application
- Minor changes and re-ordering of Performance Evidence
- Minor changes and re-ordering of Knowledge Evidence
- Minor statement changes in Assessment Conditions.

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit unit specifies the skills and knowledge required to safely operate a vehicle loading crane with a Maximum Rated Capacity (MRC) of 10 metre tonnes or more. Competence in this unit, does not in itself result in a High Risk Work Licence (HRWL) to operate this plant.

Vehicle loading crane means a crane mounted on a vehicle for loading and unloading the vehicle.

A person undertaking this unit must hold:

- a current National HRWL to perform dogging or a current certification for a specific VET course for HRWL to perform dogging that has been issued by, or on behalf of a WHS Regulator.

A person performing this work is required to hold a vehicle loading crane HRWL.

This unit requires a person operating a slewing vehicle loading crane with an MRC of 10 metre tonnes or more to:

- plan for the work/task
- prepare for the work/task
- perform work/task
- pack up

Licensing/Regulatory Information

Legislative and regulatory requirements are applicable to this unit of competency.

This unit is based on the licensing requirements of Part 4.5 of the Model Work Health and Safety (WHS) Regulations and meets Commonwealth, State and Territory HRWL requirements.

The National Assessment Instrument (NAI) is the mandated assessment for the HRWL to operate the relevant licencing class as detailed in this unit.

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Pre-requisite Unit

Not applicable

Competency Field

LIC - Licencing Units

Unit Sector

Not applicable

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Plan work/task	**1.1** Task requirements are identified from work orders or equivalent and a lift plan is confirmed with associated personnel and a site inspection is conducted in accordance with workplace procedures
	1.2 Work area operating surface is confirmed to determine the quality of ground suitability for operational use of vehicle loading crane in accordance with workplace procedures
	1.3 Vehicle loading crane rated capacity (RC) and the lifting gear Working Load Limit (WLL) are established for the load/s and work/task requirements in accordance with manufacturer requirements and workplace procedures
	1.4 Appropriate paths for operating the vehicle loading crane and moving and placing load/s in work area are assessed and determined in accordance with workplace procedures
	1.5 Relevant hazard identification and risk elimination/control measures are applied and advised to associated personnel in accordance with workplace procedures

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	1.6	Traffic management plan implementation is confirmed and followed in accordance with workplace procedures
	1.7	Appropriate communication procedures are identified and tested with associated personnel in accordance with workplace procedures
	1.8	All tasks are confirmed to ensure requirements for the relevant work area in accordance with workplace procedures
Prepare for work/task 2	**2.1**	Consultation with workplace personnel is established and maintained to ensure all crane and lifting operations are clear and consistent with site requirements in accordance with a lift plan and workplace procedures
	2.2	Risk control measures for hazards identified are checked for implementation in accordance with the lift plan and safe work procedures
	2.3	Vehicle loading crane controls are accessed safely in accordance with manufacturer requirements and safe work procedures
	2.4	Pre-start vehicle loading crane checks are carried out and any damage and defects are reported, recorded and appropriate action is taken in accordance with safe work procedures and manufacturer requirements
	2.5	Vehicle loading crane is set up correctly with any lifting gear as per the lift plan in accordance with relevant manufacturer requirements including load chart/s and safe work procedures
	2.6	Boom/jib and lifting gear are set up as required in accordance with specific manufacturer requirements and safe work procedures
	2.7	Vehicle loading crane is stabilised appropriately in accordance with the lift plan, relevant manufacturer requirements and safe work procedures
	2.8	Operational checks are carried out and any damage and defects are reported, recorded and appropriate action is taken in accordance with manufacturer requirements and safe work procedures

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	2.9	Vehicle loading crane logbook is inspected and is correct for the crane type, is completed and signed and required rectifications have been signed off in accordance with manufacturer requirements and safe work procedures
	2.10	Weather and work environment conditions are assessed to determine any impact on vehicle loading crane operations in accordance with manufacturer requirements and safe work procedures
Perform work/task 3	**3.1**	Lifts are determined within the RC of the vehicle loading crane in accordance with the load chart/s and lift plan
	3.2	Boom/jib and hook block are safely positioned over the load following directions from associated personnel in accordance with the lift plan and safe work procedures
	3.3	Lifting gear is connected to the load and used safely in accordance with the lift plan, safe work procedures and manufacturer requirements
	3.4	Test lift is carried out in accordance with dogging and safe work procedures
	3.5	Loads are transferred using relevant crane movements and tag lines as required, in accordance with lift plan and safe work procedures
	3.6	Load and crane movement is monitored constantly and crane is operated safely in accordance with lift plan and safe work procedures
	3.7	All required communication signals are correctly interpreted and followed whilst crane is operated in accordance with the lift plan and safe work procedures
	3.8	Load is lowered and landed safely in accordance with lift plan and safe work procedures
	3.9	Lifting gear is disconnected from load and crane is positioned safely and efficiently for next task in accordance with lift plan and safe work procedures

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4	**Pack up**	**4.1** Crane boom/jib, lifting gear and associated equipment is stowed and secured as required in accordance with manufacturer requirements and safe work procedures
		4.2 Relevant motion locks and brakes are applied as required in accordance with manufacturer requirements and safe work procedures
		4.3 Stabilisers are stowed and secured in accordance with manufacturer requirements and safe work procedures
		4.4 Crane is shut down and secured to prevent unauthorised access/use in accordance with safe work procedures
		4.5 Plates or packing are stowed and secured in accordance with safe work procedures
		4.6 Shut down crane checks are carried out in accordance with safe work procedures and manufacturer requirements

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non -essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLILIC0012 Licence to operate a vehicle loading crane (capacity 10 metre tonnes and above)

Links

Companion Volume Implementation Guide - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLILIC0002 Licence to operate a vehicle loading crane (capacity 10 metre tonnes and above)

Modification History

Release 2. This is the second release of this unit of competency in the TLI Transport and Logistics Training Package:

- Minor statement changes in unit Application
- Minor changes and re-ordering of Performance Evidence
- Minor changes and re-ordering of Knowledge Evidence
- Minor statement changes in Assessment Conditions.

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements and performance criteria on at least one occasion and include:

- applying relevant communication signals from associated personnel
- applying relevant crane movements including:
  - boom/jib up and down (luffing)
  - catching load swing appropriately
  - positioning and using main hook and lifting gear to connect to load safely
  - raise and lower hoist
  - slew boom/jib
  - telescope in and out
- applying relevant mathematical calculations in conjunction with lift plan and load chart to determine radius requirements and relevant lifting gear to perform work/task to enable crane to be configured for load including:
  - boom
  - Stabiliser positioning
  - type of hook
- carrying out operational checks ensuring:
  - all controls are located, identified and tested for functionality
  - all hydraulic functions are operated
  - lifting gear movements and control functions are smooth and comply with lift plan
  - hazard warning systems, safety, audible and visual warning devices are checked for to ensure they are functional including:
    - reversing beepers

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    - lights
    - horns
  - start-up is in accordance with manufacturer requirements and safe work procedures
  - there are no unusual noises
  - crane control functions comply with operating requirements
- communicating with other associated personnel through using appropriate worksite procedures which including:
  - 2-way radio
  - active listening
  - demonstrating and interpreting hand signals
  - questioning to confirm understanding
  - signage
  - whistles
  - written instructions
- completing the pre-start check including:
  - engine / mechanical fluid level checks as required by manufacturer requirements
  - presence of correct logbook
  - evidence of damage
  - fluid leaks
  - lights work effectively
  - locating, identifying and confirming all controls
  - fire extinguisher
  - safety equipment checks
  - signage and labels to ensure they are visible and legible
  - checking for signs of paint separation and stressed welds indicating potential structural weakness
  - tyres and wheels for damage/wear and correct inflation
  - updating records as required
  - visual damage or equipment faults
- complying with Commonwealth, state and territory Work Health and Safety (WHS)/Occupational Health and Safety (OHS)/Occupational Safety and Health (OSH) legislation
- conducting and applying risk and hazard assessment strategies including:
  - confirming work area operating surface suitability based on crane and task requirements
  - dynamic loads
  - ground conditions including condition of surface and slopes
  - load swing
  - overloading
  - lifting and placing load
  - tyre pressures and tyre condition

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  - asymmetric loads
  - overhead hazards including electric lines and service pipes
  - restricted and poorly ventilated areas
  - risk of collision with people, moving plant and fixed structures
  - adequate lighting
  - traffic including pedestrians, vehicles and other plant
  - weather conditions
- confirming and following traffic management plan procedures relevant to their role in the work area
- determining any defects or faults with operation of crane and reporting to relevant person/s
- ensuring risk control measures within the work area are effective as per workplace procedures
- identifying, isolating, and tagging out defective lifting equipment and reporting to authorised person/s
- interpreting and confirming relevant documentation for the work task and relevant area
- maintaining three points of contact whilst accessing load surface area of vehicle loading crane and ensure rungs / steps are free of hazards
- monitoring load disconnection from hook is safe and ensuring no movement of controls
- operating a vehicle loading crane configured to its rated capacity (RC) of 10 metre tonnes or more to lift and move four different loads using the main hook through an obstacle course using all crane operational controls while the load is in full view of the crane operator. Loads must consist of:
  - a load of >50% of the Rated Capacity (RC) of the crane with a boom length of >75%, and
  - a round load with a minimum diameter of 300 mm and minimum length of 3 m that requires a dogger to sling, and
  - an asymmetrical load that requires a dogger to sling, and
  - stillage containing at least ten scaffolding standards or containing a load of steel pipes of equivalent weight that requires a dogger to sling
- positioning the vehicle loading crane for safe operation for:
  - application of the task
  - manoeuvring in the workplace
  - stability of the vehicle loading crane and the load
- positioning vehicle loading crane in relevant area for next task
- recording and maintaining accurate information relating to crane operations
- reporting to relevant person/s on site risk control measures that are not in place or deficient
- setting up and validating an exclusion zone
- shutting down a vehicle loading crane in accordance with manufacturer requirements and safe work procedures
- stabilising a vehicle loading crane for operation by:
  - correctly positioning plates or packing
  - deploying stabilisers
  - establishing correct size plates or packing in accordance with lift plan

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    - levels are checked
- test-lifting load just clear of lifting plane to allow for checks to be safely made in consultation with associated personnel (dogger or rigger) to ensure:
    - slinging is correct
    - all crane equipment is functioning properly
    - load centre of gravity is correct
    - loads of unusual shape or weight distribution are correctly slung
- using communications signals including:
    - hoist down - hand and whistle and radio
    - hoist up - hand and whistle and radio
    - luff boom down - hand and whistle and radio
    - luff boom up - hand and whistle and radio
    - slew left - hand and whistle and radio
    - slew right - hand and whistle and radio
    - stop - hand and whistle and radio
    - telescope in - hand and whistle and 2-way radio (where manufacturer requirements allow)
    - telescope out - hand and whistle and 2-way radio (where manufacturer requirements allow).

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- appropriate worksite communication procedures including:
    - listening
    - hand signals
    - questioning techniques
    - signage
    - two-way radios
    - written instructions
    - whistles
- characteristics and impact of factors affecting vehicle loading crane stability whilst moving loads including:
    - overloading
    - poor load placement
    - asymmetric loads
    - tyre deflation/condition
- crane, lifting gear load chart/s and manufacturer requirements
- hazards including:
    - pack up and crane stability, crane tipping and demolition sites

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    - ground stability including ground condition, recently filled trenches and slopes
    - insufficient lighting
    - obstacles or obstruction
    - other specific hazards and dangerous materials
    - overhead hazards including:
        - electric lines
        - service pipes
        - fixed structures
        - vegetation (trees)
    - traffic including pedestrians, vehicles and other plant
    - operations on unusual, uneven or difficult terrains
- lift impacting factors including:
    - centre of gravity
    - dynamic nature of load
    - flex/deflexion of load
    - length
    - radius of lift
    - weight
- manufacturer requirements on stabiliser procedures
- manufacturer requirements and instructions on shutting down and packing up crane
- mathematical calculations to:
    - estimate loads
    - radius requirements
    - relevant lifting gear to perform work/task
- prestart and operational checks required for a vehicle loading crane
- problems and appropriate response procedures to unplanned and/or unsafe situations and environmental conditions
- relevant documentation requirements and procedures for recording, reporting and maintaining workplace records and information
- relevant workplace instructions, safety information, emergency procedures
- risk assessment management and mitigation strategies including hierarchy of control:
    - elimination
    - substitution
    - isolation
    - engineering controls
    - administrative controls
    - personal protective equipment (PPE)
- roles and responsibilities of duty holders as per legislative obligations of Work Health and Safety (WHS)/Occupational Health and Safety (OHS)/Occupational Safety and Health (OSH) requirements and safe work / workplace procedures
- stability of load and avoidance of hazards using best crane practice including:

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  - allowing for boom deflection
  - boom/jib as low as possible
  - crane stability
  - gently accelerating and braking on slew/boom to minimise load swing
  - lowering load safely onto appropriate dunnage taking into consideration swing and restrictions of area
  - minimum boom/jib length
  - minimum speed
  - using handheld taglines as required
  - identification of incorrect sling of load
- starting procedure of crane as per manufacturer requirements
- set up of:
  - jib
  - fly jib (where fitted)
- vehicle loading crane characteristics and capabilities to allow crane configuration to suit a range of loads
- weather bureau forecasts and environmental conditions that could impact operation including:
  - lightning
  - wind
  - water impacted ground
  - Ultra Violet (UV) exposure
- work area suitability based on relevant ground reports including:
  - backfilled ground
  - bitumen
  - concrete
  - hard compacted soil
  - pre-contaminated soils
  - rock
  - rough uneven ground
  - soft soils
- workplace standards, requirements, policies and procedures for conducting operations for the vehicle loading crane.

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

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Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Assessment must occur in workplace operational situations. Where this is not appropriate, assessment must occur in simulated workplace operational situations that reflect workplace conditions.

- Simulators must not be used in the assessment of this unit of competency.

Resources for assessment that must include access to:

- vehicle loading crane with a RC of 10 metre tonnes or more in safe/serviceable working order in accordance with manufacturers specifications
- appropriate loads as outlined in the performance evidence requirements
- appropriate personnel to sling and direct loads including:
- dogger or rigger
- communications equipment including:
- two-way radios
- whistles
- relevant personal protective equipment (PPE)
- relevant documentation for operating a vehicle loading crane with an RC of 10 metre tonnes or more including:
  - approved codes of practice and relevant guidance material
  - relevant Australian technical standards
  - manufacturer guidelines (instructions, requirements or checklists), relevant industry standards and operating procedures (where applicable).

Links

Companion Volume Implementation Guide - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLILIC0003 Licence to operate a forklift truck

Modification History

Release 1. This is a release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit specifies the skills and knowledge required to operate a forklift truck safely in accordance with all relevant legislative requirements. Competence in this unit, does not in itself result in a HRWL licence to operate this plant.

Forklift truck means a powered industrial truck equipped with lifting media made up of a mast and an elevating load carriage to which is attached a pair of fork arms or other attachments that can be raised 900 mm or more above the ground, but does not include a pedestrian-operated truck or a pallet truck.

A person performing this work is required to hold a forklift truck High Risk Work Licence (HRWL).

This unit requires a person operating a forklift truck to:

- plan for the work/task
- prepare for the work/task
- perform work/task
- pack up

Licensing/Regulatory Information

Legislative and regulatory requirements are applicable to this unit of competency.

This unit is based on the licensing requirements of Part 4.5 of the Model Work Health and Safety (WHS) Regulations and meets Commonwealth, State and Territory HRWL requirements.

The National Assessment Instrument (NAI) is the mandated assessment for the HRWL to operate the relevant licencing class as detailed in this unit.

Pre-requisite Unit

Not applicable

Competency Field

LIC - Licencing Units

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Unit Sector

Not applicable

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Plan work/task	**1.1** Task requirements are identified from work orders or equivalent and confirmed with relevant people and site inspection is conducted in accordance with workplace procedures
	1.2 Work area operating surface is assessed to determine suitability for operational use of forklift truck in accordance with workplace procedures
	1.3 Suitability of forklift truck and attachment working load limit (WLL) is determined for the load/s and work/task requirements in accordance with manufacturer requirements and workplace procedures
	1.4 Working area is inspected and appropriate paths for operating the forklift truck and moving and placing load/s in work area are assessed and managed in accordance with workplace procedures
	1.5 Hazard and risk control measures are identified and reported to relevant person/s in accordance with workplace procedures
	1.6 Traffic management plan implementation is confirmed in accordance with workplace procedures
	1.7 Appropriate communication procedures are identified with relevant people in accordance with workplace procedures
	1.8 All work is confirmed to ensure coverage of work/task requirements for the relevant work area is in accordance with workplace procedures

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2 Prepare for work/task	**2.1**	Consultation with workplace person/s is maintained to ensure workplan is clear and consistent with site requirements in accordance with safe work procedures
	2.2	Weather and work environmental conditions are assessed to determine any impact on forklift truck operations in accordance with manufacturer requirements and safe work procedures
	2.3	Risk control measures for hazards identified are checked for implementation in accordance with safe work procedures
	2.4	Forklift truck is accessed in a safe manner in accordance with manufacturer requirements and workplace procedures
	2.5	Forklift truck logbook is checked in accordance with manufacturer, regulatory requirements and safe work procedures
	2.6	Pre-start checks are carried out and any damage and defects are reported, recorded and appropriate action is taken in accordance with safe work procedures and manufacturer requirements
	2.7	Forklift truck is set up correctly with any relevant attachments as per work plan in accordance with relevant manufacturer requirements including data plate and safe work procedures
	2.8	Operational checks are carried out and any damage and defects are reported, recorded and appropriate action is taken in accordance with manufacturer requirements and safe work procedures
	2.9	Hazard and risk control measures are checked for implementation and communicated to people in the work area in accordance with safe work procedures
3 Perform work/task	**3.1**	Weight and positioning of load is assessed to ensure compliance with forklift truck data plate requirements and in accordance with safe work procedures

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	3.2	Forklift truck is operated safely in accordance with manufacturer requirements and safe work procedures
	3.3	Loads are monitored constantly when lifting, moving, lowering and placing to ensure stability of load and avoidance of hazards in accordance with safe work procedures
	3.4	Unplanned and unsafe situations are responded to in accordance with safe work procedures
	3.5	Loads are picked up, transported and placed using all forklift truck movements in accordance with safe work procedures
	3.6	Forklift truck is parked, switched off and isolated appropriately in accordance with manufacturer requirements and safe work procedures
4 Pack Up	**4.1**	Forklift truck shutdown procedures are carried out in accordance with manufacturer requirements and safe work procedures
	4.2	Forklift truck is secured to prevent unauthorised access/use in accordance with safe work procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLILIC2001 Licence to operate a forklift truck

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Links

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Assessment Requirements for TLILIC0003 Licence to operate a forklift truck

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements and performance criteria on at least one occasion and include:

- applying safe operating procedures for a forklift truck including:
  - maintaining safe operating speed
  - travelling with load lowered to an appropriate height for the terrain, operating surface and visibility in relation to direction of travel
- applying relevant forklift truck manufacturer requirements and data plate information and approved modifications to attachments fitted are in accordance with manufacturer requirements
- carrying out pre-start checks, including visual inspection which must include:
  - battery charge as required by manufacturer requirements
  - checking and interpreting data plate/s are relevant to the attachment and the forklift truck
  - checking for signs of paint separation and stressed welds indicating potential structural weakness
  - document evidence of damage
  - engine / mechanical fluid level checks including fuel as required by manufacturer requirements
  - ensuring availability of correct forklift truck logbook and updating records as required
  - ensuring forklift truck tynes or other attachment/s are securely fitted
  - ensuring seat and mirrors are adjusted appropriately and seat belt is functional
  - fluid leaks
  - lights are working effectively
  - safety equipment checks
  - signage and labels to ensure they are visible and legible
  - wheels and tyres for damage/correct inflation if applicable
- conducting and applying risk and hazard assessment strategies including:
  - insufficient lighting
  - other specific hazards including dangerous goods
  - overhead hazards and fixed structures, roof beams and doorways
  - restricted and poorly ventilated areas

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  - surface suitability based on forklift truck and task requirements
  - the risk of collision with people, moving plant and fixed structures
  - weather conditions
- complying with Commonwealth, State and Territory Work Health and Safety (WHS)/Occupational Health and Safety (OHS)/Occupational Safety and Health (OSH) legislation, regulations safe work and workplace procedures
- conducting operational checks, which must ensure:
  - all controls are located, identified and tested for functionality
  - all hydraulic functions operated to maximum extension and ensuring attachment (if fitted) movements and control functions are smooth and comply with operating requirements
  - hazard warning systems (e.g. reversing beepers, lights and horns) are functional
  - recording and maintaining accurate information relating to forklift truck operations
  - safety devices as fitted
  - start-up is in accordance with manufacturer requirements
  - steering, transmission and brake functions comply with operating requirements
  - there are no unusual noises
- confirming and following traffic management plan procedures relevant to their role in the work area
- conducting relevant procedures for refuelling and isolating fuel/power source as per manufacturer requirements using appropriate PPE
- determining relevant lifting attachment to perform work/task
- determining lift requirements including:
  - positioning of unusually balanced/shaped loads
  - centre of gravity
  - dynamic nature of load
  - tyne/attachment positioning
  - weight
- ensuring risk control measures within the work area are effective as per workplace procedures
- identifying, isolating and tagging out defective equipment and reporting to authorised person/s
- interpreting and confirming relevant documentation, workplace instructions, safety information, emergency procedures for the work task and relevant area
- interpreting workplace procedures in relation to various environmental conditions
- maintaining communication with other workplace personnel through using worksite procedures including:
  - audible and visual warning devices
  - signage
  - two-way radio
  - verbal instructions
  - written instructions
- maintaining three points of contact whilst accessing and egressing forklift truck and ensuring

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rungs / steps are free of hazards
- operating and monitoring safe forklift truck operations using minimum 250kg dynamic and non-dynamic loads that include:
  - aligning tynes/attachment to load
  - carrying out a lift to 75% of the maximum height
  - conducting trial lift to ensure forklift truck and load are stable, and load is safe to move
  - correctly using horns and mirrors in workplace
  - correctly positioning and using an observer to assist when operating with a load that may restrict vision or be placed out of vision of the operator
  - driving applicable to conditions and moving loads safely
  - driving a forklift truck safely with load in forward and reverse, while maintaining visibility through an obstacle course including:
    - an 'S' bend with a minimum 90 degrees left and right turn
    - ensuring load/s remains stable through pick up, transport and placement
    - forklift truck speed is appropriate to load and surroundings
    - lowering dynamic and non-dynamic loads to appropriate height for travel in forward and reverse
  - picking up, driving, manoeuvring and placing dynamic and non-dynamic loads safely at various heights within a compliant racking system
  - picking up, driving, manoeuvring and placing dynamic and non-dynamic loads safely into/onto an elevated, flat, stable area
  - tilting mast (or forks if applicable) to ensure balance of load
  - using gluts/dunnage appropriately and lowering load safely
  - using tilt and side shift (where fitted) safely to manoeuvre dynamic and non-dynamic loads into allocated space
- reporting to relevant person/s on site risk control measures that are not in place or are deficient
- setting up an exclusion zone
- securely parking forklift truck and isolating in appropriate position including:
  - minimising possible access by unauthorised person/s
  - tynes/attachment lowered to required position in accordance with manufacturer requirements
  - park brake applied
  - switching off, isolating fuel/power source and removing key according to workplace procedures
- shutting down a forklift truck in accordance with manufacturer requirements and workplace procedures

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

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- Australian and industry standards, codes of practice and guidelines to safely operate a forklift truck
- communication procedures including:
  - audible and visual warning devices
  - hand signals
  - questioning techniques
  - signage
  - traffic warning systems
  - two-way radio
  - written instructions
- forklift truck characteristics and capabilities, manufacturer requirements and instructions for any attachments
- impact of the following on the operation of the forklift truck including:
  - failure/loss of control including brakes and steering
  - failure of equipment during forklift truck operations
  - forklift truck instability causes including:
    - deterioration of ground condition
    - overloading
    - pick up and placement of load
    - irregular loads
  - operating on ramps and uneven surfaces and in restricted spaces
  - use of forklift truck data plate and attachment data plate and appropriate methodology to determine weight of a load is appropriate for forklift truck and any attachment if fitted including the estimation or determination from:
    - labels on the actual load
    - markings on the actual load
    - paperwork such as consignment notes, running sheets and weighbridge dockets
    - weighing a carton and calculating load
- manufacturer requirements, instructions and operator's manual
- problems, and appropriate response procedures to unplanned and/or unsafe environmental conditions including:
  - wind
  - lightning
  - water/ice impacted surface/ground
  - rain
  - extreme heat
  - Ultra violet (UV) exposure
- problems and equipment faults, and implementing appropriate response procedures to unplanned and/or unsafe situations including:
  - lock out and tag out procedures
- relevant procedures for refuelling and recharging forklift truck using appropriate PPE

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including:

- gas bottle
- connecting battery to charger and disconnecting battery from charger and reconnecting to forklift truck
- refuelling

- procedures for recording, reporting and maintaining workplace records and information
- risk assessment process including hierarchy of control:
  - elimination
  - substitution
  - isolation
  - engineering controls
  - administrative controls
  - personal protective equipment (PPE)
- safe use and compliance of different types of attachments including:
  - bale clamps
  - carpet spike for carpet rolls
  - drum carrier
  - jib attachment
  - paper roll clamps
  - personnel work platforms
  - rotators
  - slippers/fork extensions on tynes
- suitability and lifting capability of the attachment to be used
- shut down procedures for a forklift truck in accordance with manufacturer requirements
- traffic management plan procedures and requirements
- typical routine problems encountered operating a forklift truck and associated equipment, and adjustments required for correction
- workplace procedures including work plan which may be verbal, documented/written, or electronically generated
- work area operating surface suitability including issues with:
  - backfilled ground
  - bitumen (damaged, cracked)
  - concrete (damaged, cracked)
  - hard compacted soil
  - potholes
  - railway tracks
  - rough uneven or difficult terrain including sloping surfaces, uneven surfaces, steel decks and grates
  - soft soils
  - trench covers
- Work Health and Safety (WHS)/Occupational Health and Safety (OHS)/Occupational Safety

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and Health (OSH) requirements, safe work and workplace procedures

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Assessment must occur in workplace operational situations. Where this is not appropriate, assessment must occur in simulated workplace operational situations that reflect workplace conditions.

- Simulators must not be used in the assessment of this unit of competency.

Resources for assessment must include access to:

- a suitable forklift truck that complies with AS 2359 Powered industrial trucks and is in a safe/serviceable condition in accordance with manufacturer requirements
- associated equipment for forklift truck operations
- suitable dynamic and non-dynamic loads
- suitable compliant racking system
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including:
  - approved codes of practice and relevant guidance material
  - relevant Australian technical standards
  - manufacturer guidelines (instructions, requirements or checklists), relevant industry standards and operating procedures (where applicable)

Links

Companion Volume Implementation Guide - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLILIC2014 Licence to drive a light rigid vehicle

Modification History

Release 2. This is the second release of this unit of competency in the TLI Transport and Logistics Training Package.

Modification of assessment conditions to remove an implementation barrier.

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to obtain a licence to drive a light rigid vehicle. It includes systematically and efficiently controlling all vehicle functions, monitoring traffic and road conditions, managing vehicle condition and performance, and effectively managing hazardous situations.

Types of light rigid vehicles include:

- a rigid truck above 4.5 tonnes GVM but less than or equal to 8 tonnes GVM or
- a rigid bus with less than or equal to 8 tonnes GVM or seats more than 12 adults, including the driver.

Assessment of this unit will be undertaken within a licensing examination conducted by, or under the authority of, the relevant state/territory driver licensing authority.

This unit applies to driving that is carried out in accordance with relevant state/territory driver licensing authority licence requirements and regulations for light rigid vehicles.

Driving is performed with limited or minimum supervision, and with limited accountability and responsibility for self and others in achieving the prescribed outcomes.

Driving involves the application of routine vehicle driving principles and procedures to maintain safety and to operate a light rigid vehicle across a variety of driving contexts.

The primary legislative requirements applicable to this unit of competency are state/territory legislation in relation to road use and driver licensing.

This unit addresses the knowledge and skills necessary for the granting of a Light Rigid Driver Licence.

Being awarded this unit of competency is a necessary requirement to obtain a Light Rigid Driver Licence but is only one of several criteria. Prospective licence applicants should check with the state/territory driver licensing authority for other criteria (such as licence tenure and medical fitness) to confirm other eligibility requirements before undertaking training and/or assessment.

Pre-requisite Unit

Not applicable.

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Competency Field

LIC – Licensing

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Drive a light rigid vehicle	1.1 Light rigid vehicle is started, steered, manoeuvred, positioned and stopped in accordance with traffic regulations, manufacturer instructions and relevant vehicle handling procedures
	1.2 Engine power is managed to ensure efficiency and performance, and to minimise engine and transmission damage
	1.3 Braking system of light rigid vehicle is managed and operated efficiently to ensure effective control of vehicle under all conditions
	1.4 Driving hazards are identified and/or anticipated and avoided or controlled through defensive driving
	1.5 Light rigid vehicle is driven in reverse, maintaining visibility and achieving accurate positioning
	1.6 Light rigid vehicle is parked, shutdown and safely secured in accordance with traffic regulations
	1.7 Load is safely and effectively restrained
2 Monitor traffic and road conditions	2.1 Traffic and road conditions are constantly monitored and acted on to enable safe operation and to ensure no injury to people or damage to property, equipment, loads and facilities
	2.2 Interaction with other road users is conducted courteously in accordance with road rules to ensure safe and efficient traffic flow
3 Monitor and	3.1 Vehicle performance is maintained through pre-operational

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maintain vehicle performance		inspections and vehicle checks
	3.2	Appropriate signage, lights and equipment are checked for operational effectiveness and for conformity to prescribed traffic regulations

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLILIC2014B Licence to drive a light rigid vehicle.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLILIC2014 Licence to drive a light rigid vehicle

Modification History

Release 2. This is the second release of this unit of competency in the TLI Transport and Logistics Training Package.

Modification of assessment conditions to remove an implementation barrier.

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- anticipating and monitoring traffic hazards and taking appropriate action
- applying precautions and required action to eliminate, minimise or control identified hazards
- applying relevant procedures that reflect legislative requirements
- carrying out pre-operational vehicle checks including:
  - checking and topping up fluid levels
  - checking:
    - brakes
    - operation of vehicle lights and indicators
    - tyre pressures
  - visually checking vehicle
- communicating effectively with others
- handling vehicle including:
  - accelerating and braking
  - managing engine performance
  - operating vehicle controls, instruments and indicators
  - positioning and stopping a vehicle
  - reversing a vehicle
  - starting a vehicle
  - steering and manoeuvring a vehicle
  - using defensive driving techniques
- negotiating a range of complex traffic infrastructure (such as roundabouts, traffic lights, stalemate intersections, railway level crossings)
- reading and interpreting relevant instructions, procedures, information and signs.

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Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- driving hazards and related defensive driving techniques
- efficient driving techniques
- engine power management and safe driving strategies
- light rigid vehicle controls, instruments and indicators, and their use
- light rigid vehicle handling procedures
- pre-operational checks carried out on vehicle and related action
- relevant state/territory driver licensing authority road rules, regulations, permit and licence requirements.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Practical driving aspects must be assessed in a vehicle typical of the class as approved by the state/territory driver licensing authority. The use of simulators for driver testing is not permitted.

The assessor must use the mandatory assessment tool provided by the state/territory driver licensing authority to conduct the assessment for this unit, in accordance with licensing authority requirements

The state/territory driver licensing authority may prescribe approved routes, which must be used for the final assessment.

Assessment must occur in the following traffic and road conditions:

- on open and/or private roads with moderate inclines and declines
- typical weather conditions.

and may also include traffic and road conditions at a depot, base or warehouse.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- appropriate range of relevant on-road operational or workplace situations
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLILIC2015 Licence to drive a medium rigid vehicle

Modification History

Release 2. This is the second release of this unit of competency in the TLI Transport and Logistics Training Package.

Modification of assessment conditions to remove an implementation barrier.

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to obtain a licence to drive a medium rigid vehicle. It includes systematically and efficiently controlling all vehicle functions, monitoring traffic and road conditions, managing vehicle condition and performance, and effectively managing hazardous situations.

Types of medium rigid vehicles include:

- two axle rigid trucks, not being a prime mover, above 8 tonnes GVM or
- a two axle bus above 8 tonnes GVM.

Assessment of this unit will be undertaken within a licensing examination conducted by, or under the authority of, the relevant state/territory driver licensing authority.

This unit applies to driving that is carried out in accordance with relevant state/territory driver licensing authority licence requirements and regulations for medium rigid vehicles.

Driving is performed with limited or minimum supervision, and with limited accountability and responsibility for self and others in achieving the prescribed outcomes.

Driving involves the application of routine vehicle driving principles and procedures to maintain safety and to operate a medium rigid vehicle across a variety of driving contexts.

The primary legislative requirements applicable to this unit of competency are state/territory legislation in relation to road use and driver licensing.

This unit addresses the knowledge and skills necessary for the granting of a Medium Rigid Driver Licence.

Being awarded this unit of competency is a necessary requirement to obtain a Medium Rigid Driver Licence but is only one of several criteria. Prospective licence applicants should check with the state/territory driver licensing authority for other criteria (such as licence tenure and medical fitness) to confirm other eligibility requirements before undertaking training and/or assessment.

Pre-requisite Unit

Not applicable.

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Competency Field

LIC – Licensing

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Drive a medium rigid vehicle	1.1 Medium rigid vehicle is started, steered, manoeuvred, positioned and stopped in accordance with traffic regulations, manufacturer instructions and relevant vehicle handling procedures
	1.2 Engine power is managed to ensure efficiency and performance, and to minimise engine and transmission damage
	1.3 Braking system of medium rigid vehicle is managed and operated efficiently to ensure effective control of vehicle under all conditions
	1.4 Driving hazards are identified and/or anticipated and avoided or controlled through defensive driving
	1.5 Medium rigid vehicle is driven in reverse, maintaining visibility and achieving accurate positioning
	1.6 Medium rigid vehicle is parked, shutdown and safely secured according to traffic regulations
	1.7 Load is safely and effectively restrained
2 Monitor traffic and road conditions	2.1 Traffic and road conditions are constantly monitored and acted on to enable safe operation and to ensure no injury to people or damage to property, equipment, loads and facilities
	2.2 Interaction with other road users is conducted courteously in accordance with road rules to ensure safe and efficient traffic flow
3 Monitor and	3.1 Vehicle performance is maintained through pre-operational

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maintain vehicle performance		inspections and vehicle checks
	3.2	Appropriate signage, lights and equipment are checked for operational effectiveness and for conformity to prescribed traffic regulations

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit is equivalent to TLILIC2015B Licence to drive a medium rigid vehicle.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLILIC2015 Licence to drive a medium rigid vehicle

Modification History

Release 2. This is the second release of this unit of competency in the TLI Transport and Logistics Training Package.

Modification of assessment conditions to remove an implementation barrier.

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- anticipating and monitoring traffic hazards and taking appropriate action
- applying precautions and required action to eliminate, minimise or control identified hazards
- applying relevant procedures that reflect legislative requirements
- carrying out pre-operational vehicle checks including:
  - checking and topping up fluid levels
  - checking:
    - brakes
    - operation of vehicle lights and indicators
    - tyre pressures
  - visually checking vehicle
- communicating effectively with others
- handling vehicle including:
  - accelerating and braking
  - managing engine performance
  - operating vehicle controls, instruments and indicators
  - positioning and stopping a vehicle
  - reversing a vehicle
  - starting a vehicle
  - steering and manoeuvring a vehicle
  - using defensive driving techniques
- negotiating a range of complex traffic infrastructure (such as roundabouts, traffic lights, stalemate intersections, railway level crossings)
- reading and interpreting relevant instructions, procedures, information and signs.

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Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- driving hazards and related defensive driving techniques
- efficient driving techniques
- engine power management and safe driving strategies
- medium rigid vehicle controls, instruments and indicators, and their use
- medium rigid vehicle handling procedures
- pre-operational checks carried out on vehicle and related action
- relevant state/territory driver licensing authority road rules, regulations, permit and licence requirements.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Practical driving aspects must be assessed in a vehicle typical of the class as approved by the state/territory driver licensing authority. The use of simulators for driver testing is not permitted.

The assessor must use the mandatory assessment tool provided by the state/territory driver licensing authority to conduct the assessment for this unit, in accordance with licensing authority requirements.

The state/territory driver licensing authority may prescribe approved routes, which must be used for the final assessment.

Assessment must occur in the following traffic and road conditions:

- on open and/or private roads with moderate inclines and declines
- typical weather conditions.

and may also include traffic and road conditions at a depot, base or warehouse.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- appropriate range of relevant on-road operational or workplace situations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

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Links

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TLIR4002 Source goods/services and evaluate contractors

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to source goods/services and to evaluate contractors in accordance with workplace policy and procedures.

The unit generally applies to those with responsibility for resource coordination and allocation and who lead individuals or teams.

It includes analysing supply requirements as well as evaluating and selecting appropriate potential contractors.

This unit involves discretion and judgement for self and others in planning and using resources, services and processes to achieve required outcomes.

Work is performed under general guidance on progress and work outcomes.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

R – Contract Procurement

Unit Sector

Not applicable.

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Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Analyse supply requirements	1.1 Purpose and specifications of required goods/services are identified
	1.2 Criteria to evaluate potential or existing contractor performance is established
	1.3 Quantities of required goods/services are determined
	1.4 Frequency of ordering/requesting of goods/services is identified
2 Evaluate potential contractors	2.1 Contractors of requested goods/materials/services are identified
	2.2 Comparative costings for goods/materials/services are obtained
	2.3 Contractor ability to provide a consistent level of performance on repeat jobs is assessed
	2.4 Contractors are evaluated in relation to established criteria and in accordance with workplace and regulatory procedures
	2.5 Prioritised contractor shortlist is established based on contractor capacity to provide a cost competitive quality service
	2.6 Contractor selection process outcomes are documented including recommendations for actioning agreements/contracts with selected contractors
	2.7 Information and data generated during selection process is filed and maintained in accordance with workplace procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIR4002A Source goods/services and evaluate contractors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIR4002 Source goods/services and evaluate contractors

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying relevant legislation and workplace procedures
- communicating and negotiating effectively with others
- completing relevant documentation
- determining supply requirements
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring and prioritising work activities in terms of planned schedule
- operating electronic communications equipment to required protocol
- reading, interpreting and following relevant instructions, procedures and signs
- selecting and appropriately applying technology, information systems and procedures to workplace tasks
- sourcing appropriate personnel to supply goods/services in accordance with workplace requirements
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- operational recording, reporting and statistical analysis systems and resources
- relevant chain of responsibility legislation, regulation and codes of practice requirements
- resource availability including processing capacity of equipment and software systems for data statistical analysis
- typical problems that can occur when sourcing goods and services and evaluating contractors, and related appropriate action that can be taken

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- workplace business policies and plans as they relate to supply contracts, including procedures for maintaining confidentiality
- workplace grievance and disputation handling policies and procedures
- workplace policies, procedures and protocols for sourcing and supplying goods/services, and evaluating potential supply contractors.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIX0004X Administer inventory systems

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit of competency describes the skills and knowledge required to administer inventory systems. It includes identifying inventory systems, tracking inventory, planning and administering inventory systems and completing inventory audits and reports.

Inventory is defined as the quantity of goods owned and stored by an organisation that is intended either for resale or is raw materials and components used in producing goods that are then sold.

Inventory systems provide visibility and integration in the supply chain and they are used to record transactions associated with receiving, reducing or writing inventory off. An inventory system can include desktop software, barcode scanners, barcode labels, mobile devices and applications.

The unit is applicable to those with responsibilities for inventory systems within a supply chain.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

X - Logistics

Unit Sector

Cross sector

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1	**Identify inventory systems**	**1.1** Software, applications and devices used in the inventory system are identified
		1.2 Third party inventory control operations are verified
		1.3 Demand forecasting methods and tools are determined
		1.4 Inventory system policies, procedures and processes are confirmed
2	**Plan and administer inventory**	**2.1** Inventory characteristics are ascertained
		2.2 Stock specifications, locations, labels and reference numbers are validated using the inventory system
		2.3 Receipt and despatch stock is securely stored in designated locations and the inventory system is updated, as required
		2.4 Stock is monitored and reordered to meet optimum replenishment requirements, in accordance with organisational inventory procedures
		2.5 Stock is requisitioned and documentation is updated on the inventory system, as required
		2.6 Stock sorting, recycling and disposal is undertaken, in accordance with organisational inventory procedures
		2.7 Stock damage and losses against forecasts are assessed and investigations are completed into unacceptable cases
		2.8 Stock security is maintained, in accordance with organisational inventory procedures
3	**Track inventory**	**3.1** Inventory is monitored and tracked using the inventory system
		3.2 Buyers are kept informed of stock levels, in accordance with organisational inventory procedures
		3.3 Inventory transactions are monitored, in accordance with organisational inventory procedures
		3.4 Reorder cycles are adjusted to maintain consistent

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		supply, as required
	3.5	Discrepancies, out of specification and redirection opportunities are managed and reported using the inventory system
	3.6	Inventory reports are analysed and corrective action is taken, as required
	3.7	Vendor Managed Inventory (VMI) systems are used to manage inventory, as required
4 Complete inventory audits and reports	**4.1**	Inventory audits and cycle counts are performed, in accordance with organisational inventory procedures
	4.2	Report on inventory system management is produced, in accordance with organisational inventory procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is not equivalent to TLIA3016 Use inventory systems to organise stock control.

Links

Companion Volume Implementation Guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIX0004X Administer inventory systems

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements and performance criteria on at least one occasion and includes

- assessing and managing stock quality including analysing discrepancies, out of specification and redirection opportunities
- categorising and labelling stock
- checking inventory specifications
- ensuring handling, sorting, disposal and recycling of stock is performed
- following organisational inventory policies and procedures
- identifying inventory characteristics
- maintaining and managing optimum stock levels
- meeting inventory system documentation requirements
- monitoring stock security
- reading and interpreting information and data related to inventory systems
- recording and maintaining inventory information
- undertaking quality control
- using the inventory system including inventory software and applications
- utilising Vendor Managed Inventory (VMI) systems
- validating third party inventory control operations.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements and performance criteria and includes knowledge of

- features of inventory systems
- financial implications of inventory management
- inventory documentation and reporting requirements including those for discrepancies, out of specification and redirection opportunities
- inventory loss and damage control
- inventory policies and procedures
- inventory tracking and security
- layout of inventory storage areas

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- maintenance and monitoring of stock quality and levels
- methods for categorising and labelling inventory
- principles of inventory management
- principles of quality control
- reorder cycles
- storage conditions for the maintenance of inventory including product life cycles, maximising use, rotation and replenishment requirements
- third party inventory control operations
- types of inventory systems
- valuation methods for different inventory items
- Vendor Managed Inventory (VMI) systems.

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so. Where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to a range of

- exercises, case studies or other simulations
- materials, tools and equipment used in industry including:
  - inventory systems and stock control equipment and tools
- documentation including organisational policies and procedures, industry standards, regulations, codes of practice, operational manuals and equipment specifications.

Links

Companion Volume Implementation Guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIX0013X Maintain stock control and receivals

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit of competency describes the skills and knowledge required to maintain stock control and receivals. It includes establishing supply arrangements, monitoring and maintaining stock, processing receivals and storing stock, determining stock wastage and discrepancies and performing stock audits and reporting.

Stock control involves the monitoring and managing of an organisation's stock. It applies to all stock at every stage of the production process from purchasing and delivery to using and reordering stock.

Receivals is the function of checking items delivered as new stock or supplies. It requires the inspection of goods and materials for quality, condition and quantity and the allocating of space in the storage facility or warehouse.

The unit is applicable to those with responsibilities for stock control and/or receivals within a supply chain.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

X - Logistics

Unit Sector

Cross sector

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential	Performance criteria describe the performance needed to

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outcomes.	demonstrate achievement of the element.
1 Establish supply arrangements	**1.1** Approved business data, forecasting methods and measures to calculate stock levels for standard business periods, peak seasons and special events are established
	1.2 Optimum supply arrangements are sourced and negotiated using approved purchasing specifications
	1.3 Stock quantities and cost effective terms of purchase are established
	1.4 Agreements are recorded, in accordance with stock control and receival procedures
2 Monitor and maintain stock	**2.1** Stock control systems and equipment to administer and monitor ordering processes and procedures, including real time tacking information from stock handling and data collection technologies, are used
	2.2 Stock levels and reorder cycles are monitored and maintained using approved forecasting methods and tools
	2.3 Evaluation of stock against specifications, including adjusting sources of supply, is undertaken, as required
	2.4 Optimal safety stock placement and service level optimisation is monitored, in accordance with the continuity plan and stock control and receival procedures
	2.5 Stock levels are recorded and reported, in accordance with stock control and receival procedures
3 Process receivals and store stock	**3.1** Orders for stock are processed and documented, including checking and recording receivals, against purchase and supply agreements
	3.2 Stock is distributed, transported and stored in an approved storage area using safe manual handling techniques
	3.3 Stock is inspected for quality, use by dates and damage
	3.4 Stock is labelled and any excess is reported, in accordance with stock control and receival

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		procedures
4	**Determine stock wastage and discrepancies**	**4.1** Control system and procedures for stock with high wastage or loss is implemented
		4.2 Stock is rotated for maximum use and minimum wastage, as required
		4.3 Excess or spoilt stock, including hazardous substances, is disposed of safely, in accordance with stock control and receival procedures
		4.4 Stock losses and discrepancies are recorded, in accordance with stock control and receival procedures, and security measures are reviewed
5	**Perform stock audits and report**	**5.1** Stock audits are performed and reports are produced within designated timeframes
		5.2 Audit findings and discrepancies in stock and receivals are reported to approved personnel

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces but is not equivalent to TLIA3038 Control and order stock and TLIA3039 Receive and store stock.

Links

Companion Volume Implementation Guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIX0013X Maintain stock control and receivals

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements and performance criteria on at least one occasion and includes

- assessing stock loss, wastage, excesses and discrepancies
- completing stock orders and receivals within established timelines
- disposing of stock safely including hazardous substances
- forecasting stock and receivals using approved methods and tools
- identifying supply sources for different types of products
- identifying third party inventory control operations
- implementing cost effective stock purchasing and control systems
- maintaining stock and receival data and records
- monitoring optimal safety stock placement and service level optimisation
- monitoring stock control systems, stock quality and cost effectiveness of supplies
- performing stock audits
- producing stock control reports
- receiving, storing, monitoring and maintaining stock levels over life cycle periods
- undertaking supplier and customer relationship management
- utilising stock handling, receivals and data collection technologies
- working with continuity plan and stock control and receival policies and procedures.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements and performance criteria and includes knowledge of

- continuity plans
- contractual and preferred supplier arrangements
- disposal methods for stock and waste including hazardous substances
- stock control and receivals policies and procedures
- principles of stock control including:
    - approaches to calculating stock levels and replenishment requirements
    - factors that may influence purchase specifications

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    - forecasting methods for calculating inventory consumption
- methods and tools for calculating cost effective stock quantities including
    - methods of stock control including FIFO (First In, First Out) and LIFO (Last In, First Out)
    - standard measures and formulas for yield testing
    - stock control systems including bin card system, imprest system, integrated point of sale system and ledger systems
- product life and storage requirements for specific stock
- real time information using stock data technologies
- report requirements on stock loss, wastage, excesses and discrepancies
- safe manual handling techniques
- safe stock placement and service level optimisation
- security measures for stock including storage and tracking
- stock control audits
- stock ordering and delivery processes
- stock quality control
- stock reorder cycles for standard business periods, peak seasons and special events
- supplier and customer relationship management
- supply sources for different types of products
- types of computerised stock control systems, their functions and features.

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so. Where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to a range of

- exercises, case studies or other simulations
- materials, tools and equipment used in industry including:
    - access to suppliers with whom the learner can interact, commercial purchase specifications, stock control procedures and reports and costs and contractual documentation used for the purchase of stock
    - stock control software systems and applications
- documentation including organisational policies and procedures, industry standards, regulations, codes of practice, operational manuals and equipment specifications.

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Companion Volume Implementation Guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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FWP Forest and Wood Products Training Package

Modification History

Not applicable.

Credit Arrangements

Qualification code	Qualification Title	Credit arrangement details
FWP10116	Certificate I in Forest and Forest Products	At the time of endorsement of this Training Package no national credit arrangements exist.
FWP20116	Certificate II in Forest Growing and Management	At the time of endorsement of this Training Package no national credit arrangements exist.
FWP20216	Certificate II in Harvesting and Haulage	At the time of endorsement of this Training Package no national credit arrangements exist.
FWP20316	Certificate II in Sawmilling and Processing	At the time of endorsement of this Training Package no national credit arrangements exist.
FWP20416	Certificate II in Wood Panel Products	At the time of endorsement of this Training Package no national credit arrangements exist.
FWP20516	Certificate II in Timber Manufactured Products	At the time of endorsement of this Training Package no national credit arrangements exist.
FWP20616	Certificate II in Timber Merchandising	At the time of endorsement of this Training Package no national credit arrangements exist.
FWP20716	Certificate II in Timber Truss and Frame Design and Manufacture	At the time of endorsement of this Training Package no national credit arrangements exist.
FWP30116	Certificate III in Forest Growing and Management	At the time of endorsement of this Training Package no national credit arrangements exist.

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FWP30216	Certificate III in Harvesting and Haulage	At the time of endorsement of this Training Package no national credit arrangements exist.
FWP30316	Certificate III in Sawmilling and Processing	At the time of endorsement of this Training Package no national credit arrangements exist.
FWP30416	Certificate III in Wood Panel Products	At the time of endorsement of this Training Package no national credit arrangements exist.
FWP30516	Certificate III in Timber Manufactured Products	At the time of endorsement of this Training Package no national credit arrangements exist.
FWP30616	Certificate III in Timber Merchandising	At the time of endorsement of this Training Package no national credit arrangements exist.
FWP30716	Certificate III in Sawdoctoring	At the time of endorsement of this Training Package no national credit arrangements exist.
FWP30816	Certificate III in Woodmachining	At the time of endorsement of this Training Package no national credit arrangements exist.
FWP30916	Certificate III in Timber Truss and Frame Design and Manufacture	At the time of endorsement of this Training Package no national credit arrangements exist.
FWP40116	Certificate IV in Forest Operations	At the time of endorsement of this Training Package no national credit arrangements exist.
FWP40216	Certificate IV in Timber Processing	At the time of endorsement of this Training Package no national credit arrangements exist.
FWP40316	Certificate IV in Timber Truss and Frame Manufacture	At the time of endorsement of this Training Package no national credit arrangements exist.
FWP40416	Certificate IV in Timber Truss and Frame Design	At the time of endorsement of this Training Package no national credit arrangements exist.

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FWP50116	Diploma of Forest and Forest Products	At the time of endorsement of this Training Package no national credit arrangements exist.
FWP50316	Diploma of Timber Truss and Frame Manufacture	At the time of endorsement of this Training Package no national credit arrangements exist.
FWP50416	Diploma of Timber Truss and Frame Design	At the time of endorsement of this Training Package no national credit arrangements exist.
FWP60116	Advanced Diploma of Forest Industry Sustainability	At the time of endorsement of this Training Package no national credit arrangements exist.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

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FWPSS00001 Skill set for forest and wood product innovation for leaders

Modification History

FWP R1

Generic unit BSBINN801A Lead innovative thinking and practice replaced by equivalent forest industry-specific unit in new standard format. Skill set code change from FPI to FWP.

FPI11 V2

Primary release with FPI11 Training Package V2.

Description

This skill set provides the skills and knowledge required by leaders to drive innovative practice and thinking to build a culture within the industry that enables new and emerging business opportunities.

Pathways Information

Pathway	These units provide credit towards FWP60116 Advanced Diploma of Forest Industry Sustainability

Licensing/Regulatory Information

No licensing, legislative, regulatory, or certification requirements apply to this unit at the time of publication.

Skill Set Requirements

Units	FWPCOT5207 Implement sustainability in the workplace
	FWPCOT8101 Lead forest and wood products industry innovative thinking and practice
	BSBINN501 Establish systems that support innovation
	BSBINN502 Build and sustain an innovative work environment

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Target Group

Target group	The skill set is targeted at leaders driving innovative practice and thinking within an organisation.

Suggested words for Statement of Attainment

Suggested words for Statement of Attainment	These competencies from the FWP Forest and Wood Products Training Package meet the industry requirements for leaders to drive innovative practice and thinking to build a culture within the industry that enables new and emerging business opportunities.

Custom Content Section

Not applicable.

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FWPSS00002 Skill set for forest and wood product innovation for managers

Modification History

FWP R1

Generic unit BSBMGT608C Manage innovation and continuous improvement replaced by forest industry-specific units in new standard format

Skill set code change from FPI to FWP

FPI11 V2

Primary release with FPI11 Training Package V2.

Description

This skill set provides the skills and knowledge required to develop and implement strategic initiatives and foster continuous improvement within an organisation.

Pathways Information

Pathway	These units provide credit towards FWP60116 Advanced Diploma of Forest Industry Sustainability

Licensing/Regulatory Information

No licensing, legislative, regulatory, or certification requirements apply to this unit at the time of publication.

Skill Set Requirements

Units	FWPCOT5207 Implement sustainability in the workplace
	FWPCOT6208 Manage innovative thinking and practice in the forest and wood products industry
	BSBMGT616 Develop and implement strategic plans

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Target Group

Target group	The skill set is targeted at managers responsible for the implementation of strategic initiatives within enterprises.

Suggested words for Statement of Attainment

Suggested words for Statement of Attainment	These competencies from the FWP Forest and Wood Products Training Package meet the industry requirements to develop and implement strategic initiatives and foster continuous improvement within organisations.

Custom Content Section

Not applicable.

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FWPSS00003 Skill set for supporting forest and wood products innovation

Modification History

FWP R1

Skill set code change from FPI to FWP

FPI11 V2

Primary release with FPI11 Training Package V2.

Description

This skill set provides the specialist skills and knowledge required to contribute to innovative thinking and practice through collaborative processes in the workplace.

Pathways Information

Pathway	These units provide credit towards FWP60116 Advanced Diploma of Forest Industry Sustainability

Licensing/Regulatory Information

No licensing, legislative, regulatory, or certification requirements apply to this unit at the time of publication.

Skill Set Requirements

Units	BSBCRT402 Collaborate in a creative process
	SIRXQUA001A Develop innovative ideas at work

Target Group

Target group	The skill set is targeted at enterprises and individuals required to contribute to innovative thinking and practice through collaborative processes in the workplace.

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Suggested words for Statement of Attainment

Suggested words for Statement of Attainment	These competencies from the FWP Forest and Wood Products Training Package meet the industry requirements to contribute to innovative thinking and practice through collaborative processes in the workplace.

Custom Content Section

Not applicable.

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FWPSS00004 Skill set for managing change in the forest and wood products industry

Modification History

FWP R1

Skill set code change from FPI to FWP

FPI11 V2

Primary release with FPI11 Training Package V2.

Description

This skill set provides the skills and knowledge required to lead strategic direction and organisational change through planning and collaboration.

Pathways Information

Pathway	These units provide credit towards FWP60116 Advanced Diploma of Forest Industry Sustainability

Licensing/Regulatory Information

No licensing, legislative, regulatory, or certification requirements apply to this unit at the time of publication.

Skill Set Requirements

Units	BSBINN601 Manage organisational change
	BSBMGT616 Develop and implement strategic plans
	FWPCOT5207 Implement sustainability in the workplace
	FWPCOT6201 Manage community engagement

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Target Group

Target group	The skill set is targeted at leaders of organisations driving strategic direction through planning and collaboration.

Suggested words for Statement of Attainment

Suggested words for Statement of Attainment	These competencies from the FWP Forest and Wood Products Training Package meet the industry requirements to lead strategic direction and organisational change through planning and collaboration.

Custom Content Section

Not applicable.

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FWPSS00005 Skill set for forest and wood products industry stakeholder engagement

Modification History

FWP R1

Skill set code change from FPI to FWP

FPI11 V2

Primary release with FPI11 Training Package V2.

Description

This skill set provides the skills and knowledge required to build community relationships, manage community engagement and collaborate to support innovation.

Pathways Information

Pathway	These units provide credit towards FWP60116 Advanced Diploma of Forest Industry Sustainability

Licensing/Regulatory Information

No licensing, legislative, regulatory, or certification requirements apply to this unit at the time of publication.

Skill Set Requirements

Units	FWPCOT5208 Build and maintain community relationships
	FWPCOT6201 Manage community engagement
	BSBCRT402 Collaborate in a creative process

Target Group

Target group	The skill set is targeted at enterprises and individuals who are responsible for building and maintaining community relationships through collaboration.

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Suggested words for Statement of Attainment

Suggested words for Statement of Attainment	These competencies from the FWP Forest and Wood Products Training Package meet the industry requirements to build and maintain community relationships through collaboration to support innovation.

Custom Content Section

Not applicable.

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FWPSS00006 Skill set for supporting workplace engagement in the forest and wood products industry

Modification History

FWP R1

BSBPMG414A Apply project information management and communications techniques replaced with new unit FWPCOT4208 Implement Workplace Sustainability Practices in new standard format

Skill set code change from FPI to FWP

FPI11 V2

Primary release with FPI11 Training Package V2.

Description

This skill set provides the communication techniques and strategies required to support workplace engagement and collaboration.

Pathways Information

Pathway These units provide credit towards FWP60116 Advanced Diploma of Forest Industry Sustainability

Licensing/Regulatory Information

No licensing, legislative, regulatory, or certification requirements apply to this unit at the time of publication.

Skill Set Requirements

Units FWPCOT4208 Implement workplace sustainability practices

BSBCMM402 Implement effective communication strategies

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Target Group

Target group	The skill set is targeted at enterprises and individuals who are supporting workplace engagement and collaboration through communication techniques and strategies.

Suggested words for Statement of Attainment

Suggested words for Statement of Attainment	These competencies from the FWP Forest and Wood Products Training Package meet the industry requirements to support workplace engagement and collaboration through the implementation of communication techniques and strategies.

Custom Content Section

Not applicable.

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FWPSS00007 Skill set for leading business development in the forest and wood products industry

Modification History

FWP R1

BSBRES801A Initiate and lead applied research replaced by forest industry-specific unit in new standard format

Skill set code change from FPI to FWP

FPI11 V2

Primary release with FPI11 Training Package V2.

Description

This skill set provides the skills and knowledge required to lead innovation in the workplace through initiating strategic plans and establishing systems.

Pathways Information

Pathway These units provide credit towards FWP60116 Advanced Diploma of Forest Industry Sustainability

Licensing/Regulatory Information

No licensing, legislative, regulatory, or certification requirements apply to this unit at the time of publication.

Skill Set Requirements

Units FWPCOT8102 Initiate and lead a forest and wood products industry innovation

BSBINN501 Establish systems that support innovation

BSBMGT616 Develop and implement strategic plans

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Target Group

Target group	The skill set is targeted at enterprise leaders who are responsible for initiating plans and establishing systems to lead innovation in the workplace.

Suggested words for Statement of Attainment

Suggested words for Statement of Attainment	These competencies from the FWP Forest and Wood Products Training Package meet the industry requirements to lead innovation in the workplace through initiating strategic plans and establishing systems.

Custom Content Section

Not applicable.

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FWPSS00008 Skill set for managing business development in the forest and wood products industry

Modification History

FWP R1

BSBMGT608C Manage innovation and continuous improvement replaced by equivalent forest industry-specific unit in new standard format

Skill set code change from FPI to FWP

FPI11 V2

Primary release with FPI11 Training Package V2.

Description

This skill set provides the skills and knowledge required to manage innovation and continuous improvement in the forest and wood products industry.

Pathways Information

Pathway These units provide credit towards FWP60116 Advanced Diploma of Forest Industry Sustainability

Licensing/Regulatory Information

No licensing, legislative, regulatory, or certification requirements apply to this unit at the time of publication.

Skill Set Requirements

Units FWPCOT6208 Manage innovative thinking and practice in the forest and wood products industry

BSBWRK506A Coordinate research and analysis

TLIE4006 Collect, analyse and present workplace data and information

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Target Group

Target group	The skill set is targeted at enterprise managers who are responsible for developing and implementing plans and establishing systems to support innovation in the workplace.

Suggested words for Statement of Attainment

Suggested words for Statement of Attainment	These competencies from the FWP Forest and Wood Products Training Package meet the industry requirements to develop and implement plans and establish systems to support innovation in the workplace.

Custom Content Section

Not applicable.

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FWPSS00009 Skill set for supporting business development in the forest and wood products industry

Modification History

FWP R1

AHCWRK505A Manage trial and/or research material and CHCPOL403C Undertake research activities replaced by forest industry-specific units in new standard format

Skill set code change from FPI to FWP

FPI11 V2

Primary release with FPI11 Training Package V2.

Description

This skill set provides the skills and knowledge required to undertake research to develop strategies for sustainable workplace practices and use of resources.

Pathways Information

Pathway	These units provide credit towards FWP60116 Advanced Diploma of Forest Industry Sustainability

Licensing/Regulatory Information

No licensing, legislative, regulatory, or certification requirements apply to this unit at the time of publication.

Skill Set Requirements

Units	FWPCOT4208 Implement workplace sustainability practices
	FWPCOT6209 Manage forest and wood products industry research
	MSS015002A Develop strategies for more sustainable use of resources
	TLIE4006 Collect, analyse and present workplace data and information

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Target Group

Target group	The skill set is targeted at enterprises and individuals to undertake research to develop strategies for sustainable workplace practices and use of resources.

Suggested words for Statement of Attainment

Suggested words for Statement of Attainment	These competencies from the FWP Forest and Wood Products Training Package meet the industry requirements to undertake research to develop strategies for sustainable workplace practices and use of resources.

Custom Content Section

Not applicable.

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FWPSS00014 Skill set for a heavy production mobile chipper operator

Modification History

FWP Release 2.0

Skill set code and unit requirements updated to reflect Training Package update from FPI11 V2.3 to FWP Release 2.0.

FPI11 V2.3

Superseded unit updated:

- HLTAID003 replaces HLTFA311A

FPI11 V2

Superseded units updated:

- HLTFA311A replaces HLTFA301C
- FPIHAR3215C replaces FPIHAR3215B

Pathway qualification code updated to reflect changes made in FPI11 V2.

FPI11 V1

Skill set code updated to FPI11 to reflect Training Package update from FPI05 V3 to FPI11 V1.

Description

This skill set is for people wishing to work as a heavy production mobile chipper operator in a commercial forest operation in the harvesting and haulage sector of the forest and wood products industry.

Pathways Information

These units provide credit towards a number of qualifications including FWP30216 Certificate III in Harvesting and Haulage.

Licensing/Regulatory Information

In a number of jurisdictions some of these units are required for the issuing of a timber harvesting operator's licence as a heavy production mobile chipper operator.

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Skill Set Requirements

FWPCOR2203 Follow environmental care procedures

FWPCOR2205 Follow WHS policies and procedures

HLTAID003 Provide first aid

FWPHAR3215 Operate a heavy production mobile chipper

Target Group

This skill set is for people wishing to work as a heavy production mobile chipper operator in a commercial forest operation in the harvesting and haulage sector of the forest and wood products industry.

Suggested words for Statement of Attainment

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FWPSS00016 Skill set for a mechanical processor operator

Modification History

Release	Comments
Release 2	This version released with FWP Forest and Wood Products Training Package Version 3.0. It supersedes and is equivalent to FWPSS00016 Skill set for a mechanical processor operator (Release 1). It was updated to reflect one revised unit of competency: FWPHAR3210
Release 1	This version released with FWP Forest and Wood Products Training Package Version 2.0.

Description

This skill set is designed to meet industry requirements for activities related to mechanical processor operations in a commercial forest harvesting environment or the harvesting and haulage sector of the forest and wood products industry.

^ From 1 July 2022 the unit HLTAID003 must no longer be delivered and will be replaced in the Packaging Rules by the unit HLTAID011 - for more information see: https://asqa.gov.au/news-events/news/reminder-about-superseded-hlt-first-aid-units

Pathways Information

These units of competency provide credit towards a number of qualifications including FWP30216 Certificate III in Harvesting and Haulage.

Licensing/Regulatory Information

No occupational licensing or regulatory requirements apply to this skill set at the time of publication.

Skill Set Requirements

- FWPCOR2203 Follow environmental care procedures
- FWPCOR2205 Follow WHS policies and procedures
- FWPHAR3210 Operate mechanical processor operations
- HLTAID003 Provide first aid

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- **^ HLTAID011 Provide First Aid (must be delivered from 1 July 2022)**

Target Group

This skill set is for people wishing to work as a mechanical processor operator in a commercial forest operation in the harvesting and haulage sector of the forest and wood products industry.

Suggested words for Statement of Attainment

These competencies from the FWP Forest and Wood Products Training Package meet the industry requirements for operating a mechanical processor in a commercial forest harvesting environment.

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FWPSS00017 Skill set for a native forest operator

Modification History

FWP Release 2.0

Skill set code and unit requirements updated to reflect Training Package update from FPI11 V2 to FWP Release 2.0.

FPI11 V2

Pathway qualification codes updated to reflect changes made in FPI11 V2

FPI11 V1

New skill set

Description

This skill set is for people wishing to work as a Forest or harvesting technical officer in a commercial native forest operation in the harvesting and haulage and forest growing and management sectors of the forest and wood products industry.

Pathways Information

These units provide credit towards a number of qualifications including FWP30116 Certificate III in Forest Growing and Management and FWP30216 Certificate III in Harvesting and Haulage.

Licensing/Regulatory Information

In a number of jurisdictions some of these units are required for the issuing of a forest operator or timber harvesting operator licence.

Skill Set Requirements

FWPCOR2205 Follow WHS policies and procedures

FWPCOT3256 Apply biodiversity protection principles

FWPCOT3257 Follow cultural heritage requirements

FWPCOT3258 Comply with soil and water protection

FWPCOR2203 Follow environmental care procedures

FWPCOT3255 Apply silviculture principles

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Target Group

This skill set is for people wishing to work as a Forest or harvesting technical officer in a commercial native forest operation in the harvesting and haulage and forest growing and management sectors of the forest and wood products industry.

Suggested words for Statement of Attainment

These competencies from the FWP Forest and Wood Products Training Package meet the industry requirements for Native Forest Operator.

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FWPSS00018 Skill set for a plantation forest operator

Modification History

FWP Release 2.0

Skill set code and unit requirements updated to reflect Training Package update from FPI11 V2 to FWP Release 2.0.

FPI11 V2

Pathway qualification codes updated to reflect changes made in FPI11 V2

FPI11 V1

New skill set

Description

This skill set is for people wishing to work as a Forest or harvesting technical officer in a commercial plantation forest operation in the harvesting and haulage and forest growing and management sectors of the forest and wood products industry.

Pathways Information

These units provide credit towards a number of qualifications including FWP30116 Certificate III in Forest Growing and Management and FWP30216 Certificate III in Harvesting and Haulage.

Licensing/Regulatory Information

In a number of jurisdictions some of these units are required for the issuing of a forest operator or timber harvesting operator licence.

Skill Set Requirements

FWPCOR2205 Follow WHS policies and procedures

FWPCOT3258 Comply with soil and water protection

FWPCOR2203 Follow environmental care procedures

FWPCOT3257 Follow cultural heritage requirements

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Target Group

This skill set is for people wishing to work as a Forest or harvesting technical officer in a commercial plantation forest operation in the harvesting and haulage and forest growing and management sectors of the forest and wood products industry.

Suggested words for Statement of Attainment

These competencies from the FWP Forest and Wood Products Training Package meet the industry requirements for Plantation Forest Operator.

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FWPSS00022 Skill set for fire salvage operations

Modification History

FWP Release 2.0

Skill set code and unit requirements updated to reflect Training Package update from FPI11 V2 to FWP Release 2.0.

FPI11 V2

Pathway qualification codes updated to reflect changes made in FPI11 V2

Statement of Attainment updated to reflect 'fire salvage operations'

FPI11 V1

New skill set

Description

Not applicable.

Pathways Information

These units provide credit towards a number of qualifications including FWP30116 Certificate III in Forest Growing and Management and FWP30216 Certificate III in Harvesting and Haulage.

Licensing/Regulatory Information

Not applicable.

Skill Set Requirements

FWPCOT3252 Use environmental care procedures to undertake fire salvage operations

FWPCOR2203 Follow environmental care procedures

FWPCOR2205 Follow WHS policies and procedures

Target Group

This skill set is for people wishing to work as a Forest or harvesting technical officer in a commercial plantation forest operation in the harvesting and haulage and forest growing and management sectors of the forest and wood products industry.

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Suggested words for Statement of Attainment

These competencies from the FWP Forest and Wood Products Training Package meet the industry requirements for fire salvage operations.

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FWPSS00023 Skill set for off road four wheel drive operations

Modification History

FWP Release 2.0

Skill set code and unit requirements updated to reflect Training Package update from FPI11 V2 to FWP Release 2.0.

FPI11 V2

Pathway qualification codes updated to reflect changes made in FPI11 V2

FPI11 V1

New skill set

Description

This skill set is for forestry undertaking four wheel drive operations on unsealed roads within the harvesting and haulage, forest growing and management and sawmilling sectors of the forest and wood products industry.

Pathways Information

This skill set is for forestry undertaking four wheel drive operations on unsealed roads within the harvesting and haulage, forest growing and management and sawmilling sectors of the forest and wood products industry.

Licensing/Regulatory Information

Not applicable.

Skill Set Requirements

FWPFGM3215 Perform complex four wheel drive operations

FWPCOT3259 Operate a four wheel drive on unsealed roads

FWPCOT3260 Recover four wheel drive vehicles

FWPFGM3214 Operate a four wheel drive in a towing situation

FWPCOT2233 Navigate in forest areas

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Target Group

This skill set is for forestry undertaking four wheel drive operations on unsealed roads within the harvesting and haulage, forest growing and management and sawmilling sectors of the forest and wood products industry.

Suggested words for Statement of Attainment

These competencies from the FWP Forest and Wood Products Training Package meet the industry requirements Off Road Four Wheel Drive Operations.

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FWPSS00024 Skill set for soil and water protection (roading)

Modification History

FWP Release 2.0

Skill set code and unit requirements updated to reflect Training Package update from FPI11 V2 to FWP Release 2.0.

FPI11 V2

Pathway qualification codes updated to reflect changes made in FPI11 V2

FPI11 V1

New skill set

Description

Not applicable.

Pathways Information

These units provide credit towards a number of qualifications including FWP30116 Certificate III in Forest Growing and Management and FWP30216 Certificate III in Harvesting and Haulage.

Licensing/Regulatory Information

Not applicable.

Skill Set Requirements

FWPCOT3258 Comply with soil and water protection

FWPCOR2203 Follow environmental care procedures

AHCSAW302 Implement erosion and sediment control measures

Target Group

This skill set is for forestry workers and people wishing to work in a forest soil and water protection role within a forestry environment.

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Suggested words for Statement of Attainment

These competencies from the FWP Forest and Wood Products Training Package meet the industry requirements for Forest Soil and Water Protection.

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FWPSS00025 Skill set for carbon accounting

Modification History

FWP Release 2.0

Skill set code and unit requirements updated to reflect Training Package update from FPI11 V2 to FWP Release 2.0.

FPI11 V2

Primary release with FPI11 Training Package V2

Description

This skill set provides the specialised skills and knowledge required to design plantations, develop a tree inventory, and undertake carbon storage sampling.

Pathways Information

These units provide credit towards a number of qualifications, including FWP60114 Advanced Diploma of Forest Industry Sustainability

Licensing/Regulatory Information

To be registered as an auditor, candidates need to meet the requirements of the National Greenhouse and Energy Reporting (NGER) guidelines as set out in the National Greenhouse and Energy Reporting Act 2007.

Further information is available at www.cleanenergyregulator.gov.au

Skill Set Requirements

FWPGM4203 Design plantations

FWPGM5219 Undertake carbon stock sampling of forests and plantations

FWPGM6203 Manage sustainable tree inventory

Target Group

The skill set is targeted at enterprises and individuals who are providing services to landowners undertaking, or wishing to undertake, farm forestry projects.

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Suggested words for Statement of Attainment

These competencies from the FWP Forest and Wood Products Training Package meet the industry requirements to design plantations, develop a tree inventory, and undertake carbon stock sampling.

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FWPSS00026 Skill set for a forestry log truck driver

Modification History

FWP Release 2.0

Skill set code and unit requirements updated to reflect Training Package update from FPI11 V2 to FWP Release 2.0.

FPI11 V2

Primary release with FPI11 Training Package V2

Description

Not applicable.

Pathways Information

This skill set provides credit towards a number of qualifications, including FWP30216 Certificate III in Harvesting and Haulage, which allows for specialisation for the role of log truck driver.

Licensing/Regulatory Information

This skill set provides credit towards a number of qualifications, including FWP30216 Certificate III in Harvesting and Haulage, which allows for specialisation for the role of log truck driver.

Skill Set Requirements

FWPCOR2203 Follow environmental care procedures

FWPCOR2205 Follow WHS policies and procedures

FWPCOT3261 Transport forestry logs using trucks

Target Group

This skill set is for people wishing to work as a log truck driver in commercial forest operations in the harvesting and haulage sector of the forest and wood products industry.

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Suggested words for Statement of Attainment

These competencies from the FWP Forest and Wood Products Training Package meet the industry requirements for driving a log truck, as well as knowing the workplace procedures for loading and unloading log trucks. They may meet state and territory licensing requirements for driving heavy vehicles that transport forestry logs, depending on individual state requirements.

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FWPSS00027 Skill set for a forestry produce truck driver

Modification History

FWP Release 2.0

Skill set code and unit requirements updated to reflect Training Package update from FPI11 V2 to FWP Release 2.0.

FPI11 V2

Primary release with FPI11 Training Package V2

Description

Not applicable.

Pathways Information

This skill set provides credit towards a number of qualifications, including FWP30216 Certificate III in Harvesting and Haulage.

Licensing/Regulatory Information

In a number of jurisdictions, some of the units in this skill set are required for the issuing of licences to drive heavy vehicles, which include vehicles required to transport forestry produce from a forestry harvesting site.

Skill Set Requirements

FWPCOR2203 Follow environmental care procedures

FWPCOR2205 Follow WHS policies and procedures

FWPCOT3262 Transport forestry produce using trucks

Target Group

This skill set is for people wishing to work as a truck driver transporting forestry produce (apart from forestry logs) in commercial forest operations in the harvesting and haulage sector of the forest and wood products industry.

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Suggested words for Statement of Attainment

These competencies from the FWP Forest and Wood Products Training Package meet the industry requirements for driving a heavy vehicle used for the transport of forestry produce. They may meet state and territory licensing requirements for driving heavy vehicles that transport forestry produce, depending on individual state requirements.

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FWPSS00028 Skill set for a finger jointing plant operator

Modification History

Release	Comments
Release 2	This version released with FWP Forest and Wood Products Training Package Version 5.0.
Release 1	This version released with FWP Forest and Wood Products Training Package Version 2.0.

Description

This skill set reflects the role of a finger jointing plant operator.

Pathways Information

These units of competency provide credit towards a number of qualifications, including:

- FWP30316 Certificate III in Sawmilling and Processing
- FWP30516 Certificate III in Timber Manufactured Products
- FWP31119 Certificate III in Wood Machining

Licensing/Regulatory Information

General workplace legislative and regulatory requirements apply to the units in this skill set; however there are no specific licensing or certification requirements at the time of publication.

Skill Set Requirements

An asterisk (*) next to the unit code indicates that there are prerequisite requirements which must be met when packaging the qualification. Please refer to the Prerequisite requirements table for details. All prerequisite units are included in the skill set.

- FWPCOT2209 Produce finger jointed timber
- FWPCOT3280 Replace saw blades, knives and guides
- FWPCOT3294 Set up, operate and maintain finger jointing machines
- MEM13015 Work safely and effectively in manufacturing and engineering
- MEM16006* Organise and communicate information
- MEM18011* Shut down and isolate machines/equipment

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Prerequisite requirements

Unit of competency	Prerequisite requirement
MEM16006 Organise and communicate information	MEM13015 Work safely and effectively in manufacturing and engineering
MEM18011* Shut down and isolate machines/equipment	MEM11011 Undertake manual handling MEM13015 Work safely and effectively in manufacturing and engineering MEM16006 Organise and communicate information

Target Group

This skill set is for people who set up, operate and maintain finger jointing operations in a forest and wood products factory setting. Their job role will involve planning production parameters, maintaining and replacing equipment, resolving problems, shutting down and isolating equipment as required to produce finger jointed timber to required specifications.

Suggested words for Statement of Attainment

These competencies from the *FWP Forest and Wood Products and MEM Metal and Engineering Training Packages* meet the industry requirements for setting up, operating and maintaining finger jointing operations to produce finger jointed timber according to established production parameters.

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FWPSS00029 Skill set for a finger jointing moulder operator

Modification History

Release	Comments
Release 3	This version released with FWP Forest and Wood Products Training Package Version 5.0. Updated codes and titles.
Release 2	This version released with FWP Forest and Wood Products Training Package Version 4.0. Updated units of competency.
Release 1	This version released with FWP Forest and Wood Products Training Package Version 2.0.

Description

This skill set reflects the job role of wood machinists who dress, profile, finger joint and assess timber against specifications in a sawmill environment.

Pathways Information

These units of competency provide credit towards a number of qualifications including:

- FWP30316 Certificate III in Sawmilling and Processing
- FWP30516 Certificate III in Timber Manufactured Products
- FWP31119 Certificate III in Wood Machining

Licensing/Regulatory Information

No licensing or regulatory requirements apply to this skill set at the time of publication.

Skill Set Requirements

- FWPCOR3204 Visually assess materials
- FWPCOT3272 Set up and run multi-head moulder/planer to produce simple profiles
- FWPCOT3273 Set up and run multi-head moulder to produce complex profiles
- FWPCOT3295 Assess and maintain cutter performance

Target Group

This skill set is for people who assess and maintain cutter performance and run multi-headed machines in a timber manufacturing facility that produces finger jointed timber.

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Suggested words for Statement of Attainment

These competencies from the *FWP Forest and Wood Products Training Package* meet the industry requirements for planning and evaluating dressing conditions and processes to set, adjust and maintain cutters and equipment for finger jointed timber. The competencies also meet industry requirements to inspect and test moulding and planing machines and other associated equipment for moulder operators producing finger jointed timber.

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FWPSS00030 Skill set for a finger jointing grader operator

Modification History

Release	Comments
Release 3	This version released with FWP Forest and Wood Products Training Package Version 6.0.
Release 2	This version released with FWP Forest and Wood Products Training Package Version 5.0. Updated codes and titles.
Release 1	This version released with FWP Forest and Wood Products Training Package Version 2.0.

Description

This skill set reflects the role to grade, sort and mark timber materials in a finger-jointing operation.

Pathways Information

These units of competency provide credit towards a number of qualifications, including:

- FWP30316 Certificate III in Sawmilling and Processing
- FWP30516 Certificate III in Timber Manufactured Products

Licensing/Regulatory Information

No licensing or regulatory requirements apply to this skill set at the time of publication.

Skill Set Requirements

- FWPCOR3204 Visually assess materials
- FWPCOT2260 Tally material
- FWPCOT3284 Grade, sort and mark timber materials

Target Group

This skill set is for people who grade, sort and mark timber materials in a forest and wood products factory setting that produces finger jointed timber.

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Suggested words for Statement of Attainment

These competencies from the *FWP Forest and Wood Products Training Package* meet the industry requirements to visually evaluate material characteristics and features for classification into various strength or appearance grades suitable for the production of finger jointed timber.

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FWPSS00031 Skill set for a finger jointing quality control tester

Modification History

WP Release 2.0

Skill set code and unit requirements updated to reflect Training Package update from FPI11 V2 to FWP Release 2.0.

FPI11 V2

Primary release with FPI11 Training Package V2

Description

Not applicable.

Pathways Information

These units provide credit towards a number of qualifications including:

FWP30316 Certificate III in Sawmilling and Processing

FWP30516 Certificate III in Timber Manufactured Products

Licensing/Regulatory Information

General workplace legislative and regulatory requirements apply to the units in this skill set; however there are no specific licensing or certification requirements at the time of publication.

Skill Set Requirements

FWPCOR3202 Conduct quality and product care procedures

FWPCOR3204 Visually assess materials

FWPCOT3208 Test strength of joints

Target Group

This skill set is for people who conduct quality and product care procedures and test strength of joints for finger jointed timber in a forest and wood products factory setting.

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Suggested words for Statement of Attainment

This skill set is for people who conduct quality and product care procedures and test strength of joints for finger jointed timber in a forest and wood products factory setting.

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FWPSS00032 Skill set for a crawler tractor operator

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 3.0. It supersedes and is not equivalent to FWPSS00011 - Skill set for a crawler/dozer operator (Release 1). It was updated to include one improved unit of competency: FWPHAR3224 replaces FWPHAR3216

Description

This skill set is designed to meet industry requirements for activities related to crawler tractor operations in a commercial forest harvesting environment or the harvesting and haulage sector of the forest and wood products industry.

^ From 1 July 2022 the unit HLTAID003 must no longer be delivered and will be replaced in the Packaging Rules by the unit HLTAID011 - for more information see: https://asqa.gov.au/news-events/news/reminder-about-superseded-hlt-first-aid-units

Pathways Information

These units of competency provide credit towards a number of qualifications including FWP30216 Certificate III in Harvesting and Haulage.

Licensing/Regulatory Information

No occupational licensing or regulatory requirements apply to this skill set at the time of publication.

Skill Set Requirements

- FWPCOR2203 Follow environmental care procedures
- FWPCOR2205 Follow WHS policies and procedures
- FWPHAR3224 Operate crawler tractor
- HLTAID003 Provide first aid
- **^ HLTAID011 Provide First Aid (must be delivered from 1 July 2022)**

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Target Group

This skill set is for people wishing to work as a crawler tractor operator in a commercial forest operation in the harvesting and haulage sector of the forest and wood products industry.

Suggested words for Statement of Attainment

These competencies from the FWP Forest and Wood Products Training Package meet the industry requirements for operating a crawler tractor in a commercial forest harvesting environment.

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FWPSS00033 Skill set for a feller buncher operator

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 3.0. It supersedes and is not equivalent to FWPSS00012 Skill set for a feller buncher operator (Release 1). It was updated to include one improved unit of competency: FWPHAR3226 replaces FWPHAR3207

Description

This skill set is designed to meet industry requirements for activities related to feller buncher operations in a commercial forest harvesting environment or the harvesting and haulage sector of the forest and wood products industry.

^ From 1 July 2022 the unit HLTAID003 must no longer be delivered and will be replaced in the Packaging Rules by the unit HLTAID011 - for more information see: https://asqa.gov.au/news-events/news/reminder-about-superseded-hlt-first-aid-units

Pathways Information

These units of competency provide credit towards a number of qualifications including FWP30216 Certificate III in Harvesting and Haulage.

Licensing/Regulatory Information

No occupational licensing or regulatory requirements apply to this skill set at the time of publication.

Skill Set Requirements

- FWPCOR2203 Follow environmental care procedures
- FWPCOR2205 Follow WHS policies and procedures
- FWPHAR3226 Operate feller buncher

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- HLTAID003 Provide first aid
- **^ HLTAID011 Provide First Aid (must be delivered from 1 July 2022)**

Target Group

This skill set is for people wishing to work as a feller buncher operator in a commercial forest operation in the harvesting and haulage sector of the forest and wood products industry.

Suggested words for Statement of Attainment

These competencies from the FWP Forest and Wood Products Training Package meet the industry requirements for operating a feller buncher in a commercial forest harvesting environment.

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FWPSS00034 Skill set for a forwarder operator

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 3.0. It supersedes and is not equivalent to FWPSS00013 Skill set for a forwarder operator (Release 1). It was updated to include one improved unit of competency: FWPHAR3227 replaces FWPHAR3206

Description

This skill set is designed to meet industry requirements for activities related to forwarder operations in a commercial forest harvesting environment or the harvesting and haulage sector of the forest and wood products industry.

^ From 1 July 2022 the unit HLTAID003 must no longer be delivered and will be replaced in the Packaging Rules by the unit HLTAID011 - for more information see: https://asqa.gov.au/news-events/news/reminder-about-superseded-hlt-first-aid-units

Pathways Information

These units of competency provide credit towards a number of qualifications including FWP30216 Certificate III in Harvesting and Haulage.

Licensing/Regulatory Information

No occupational licensing or regulatory requirements apply to this skill set at the time of publication.

Skill Set Requirements

- FWPCOR2203 Follow environmental care procedures
- FWPCOR2205 Follow WHS policies and procedures
- FWPHAR3227 Operate forwarder
- HLTAID003 Provide first aid
- **^ HLTAID011 Provide First Aid (must be delivered from 1 July 2022)**

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Target Group

This skill set is for people wishing to work as a forwarder operator in a commercial forest operation in the harvesting and haulage sector of the forest and wood products industry.

Suggested words for Statement of Attainment

These competencies from the FWP Forest and Wood Products Training Package meet the industry requirements for operating a forwarder in a commercial forest harvesting environment.

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FWPSS00035 Skill set for a loader operator

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 3.0. It supersedes and is not equivalent to FWPSS00015 Skill set for a loader operator (Release 1). It was updated to include one improved unit of competency: FWPHAR3228 replaces FWPHAR3218

Description

This skill set is designed to meet industry requirements for activities related to loader operations in a commercial forest harvesting environment or the harvesting and haulage sector of the forest and wood products industry.

^ From 1 July 2022 the unit HLTAID003 must no longer be delivered and will be replaced in the Packaging Rules by the unit HLTAID011 - for more information see: https://asqa.gov.au/news-events/news/reminder-about-superseded-hlt-first-aid-units

Pathways Information

These units of competency provide credit towards a number of qualifications including FWP30216 Certificate III in Harvesting and Haulage.

Licensing/Regulatory Information

No occupational licensing or regulatory requirements apply to this skill set at the time of publication.

Skill Set Requirements

- FWPCOR2203 Follow environmental care procedures
- FWPCOR2205 Follow WHS policies and procedures
- FWPHAR3228 Operate loader
- HLTAID003 Provide first aid
- **^ HLTAID011 Provide First Aid (must be delivered from 1 July 2022)**

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Target Group

This skill set is for people wishing to work as a loader operator in a commercial forest operation in the harvesting and haulage sector of the forest and wood products industry.

Suggested words for Statement of Attainment

These competencies from the FWP Forest and Wood Products Training Package meet the industry requirements for operating a loader in a commercial forest harvesting environment.

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FWPSS00036 Skill set for a single grip harvester operator

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 3.0. It supersedes and is not equivalent to FWPSS00019 Skill set for a single grip harvester operator (Release 1). It was updated to include one improved unit of competency: FWPHAR3229 replaces FWPHAR3214

Description

This skill set is designed to meet industry requirements for activities related to single grip harvester operations in a commercial forest harvesting environment or the harvesting and haulage sector of the forest and wood products industry.

^ From 1 July 2022 the unit HLTAID003 must no longer be delivered and will be replaced in the Packaging Rules by the unit HLTAID011 - for more information see: https://asqa.gov.au/news-events/news/reminder-about-superseded-hlt-first-aid-units

Pathways Information

These units of competency provide credit towards a number of qualifications including FWP30216 Certificate III in Harvesting and Haulage.

Licensing/Regulatory Information

No occupational licensing or regulatory requirements apply to this skill set at the time of publication.

Skill Set Requirements

- FWPCOR2203 Follow environmental care procedures
- FWPCOR2205 Follow WHS policies and procedures
- FWPHAR3229 Operate single grip harvester
- HLTAID003 Provide first aid
- **^ HLTAID011 Provide First Aid (must be delivered from 1 July 2022)**

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Target Group

This skill set is for people wishing to work as a single gip harvester operator in a commercial forest operation in the harvesting and haulage sector of the forest and wood products industry.

Suggested words for Statement of Attainment

These competencies from the FWP Forest and Wood Products Training Package meet the industry requirements for operating a single grip harvester in a commercial forest harvesting environment.

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FWPSS00037 Skill set for a skidder operator

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 3.0. It supersedes and is not equivalent to FWPSS00020 Skill set for a single grip harvester operator (Release 1). It was updated to include one improved unit of competency: FWPHAR3230 replaces FWPHAR3217

Description

This skill set is designed to meet industry requirements for activities related to skidder operations in a commercial forest harvesting environment or the harvesting and haulage sector of the forest and wood products industry.

^ From 1 July 2022 the unit HLTAID003 must no longer be delivered and will be replaced in the Packaging Rules by the unit HLTAID011 - for more information see: https://asqa.gov.au/news-events/news/reminder-about-superseded-hlt-first-aid-units

Pathways Information

These units of competency provide credit towards a number of qualifications including FWP30216 Certificate III in Harvesting and Haulage.

Licensing/Regulatory Information

No occupational licensing or regulatory requirements apply to this skill set at the time of publication.

Skill Set Requirements

- FWPCOR2203 Follow environmental care procedures
- FWPCOR2205 Follow WHS policies and procedures
- FWPHAR3230 Operate skidder
- HLTAID003 Provide first aid

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- **^ HLTAID011 Provide First Aid (must be delivered from 1 July 2022)**

Target Group

This skill set is for people wishing to work as a skidder operator in a commercial forest operation in the harvesting and haulage sector of the forest and wood products industry.

Suggested words for Statement of Attainment

These competencies from the FWP Forest and Wood Products Training Package meet the industry requirements for operating a skidder in a commercial forest harvesting environment.

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FWPSS00038 Skill set for an excavator with log grapple operator

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 3.0. It supersedes and is not equivalent to FWPSS00021 Skill set for a single grip harvester operator (Release 1). It was updated to include one improved unit of competency: FWPHAR3225 replaces FWPHAR3219

Description

This skill set is designed to meet industry requirements for activities related to excavator with log grapple operations in a commercial forest harvesting environment or the harvesting and haulage sector of the forest and wood products industry.

^ From 1 July 2022 the unit HLTAID003 must no longer be delivered and will be replaced in the Packaging Rules by the unit HLTAID011 - for more information see: https://asqa.gov.au/news-events/news/reminder-about-superseded-hlt-first-aid-units

Pathways Information

These units of competency provide credit towards a number of qualifications including FWP30216 Certificate III in Harvesting and Haulage.

Licensing/Regulatory Information

No occupational licensing or regulatory requirements apply to this skill set at the time of publication.

Skill Set Requirements

- FWPCOR2203 Follow environmental care procedures
- FWPCOR2205 Follow WHS policies and procedures
- FWPHAR3225 Operate excavator with log grapple
- HLTAID003 Provide first aid
- **^ HLTAID011 Provide First Aid (must be delivered from 1 July 2022)**

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Target Group

This skill set is for people wishing to work as an excavator with log grapple operator in a commercial forest operation in the harvesting and haulage sector of the forest and wood products industry.

Suggested words for Statement of Attainment

These competencies from the FWP Forest and Wood Products Training Package meet the industry requirements for operating an excavator with log grapple in a commercial forest harvesting environment.

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FWPSS00039 Skill Set for Hydraulic Maintenance of Saw Technology

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 5.0.

Description

This skill set reflects the roles of Saw Technicians to inspect, test, maintain and troubleshoot advanced hydraulic systems and components on sawing machine centres.

Pathways Information

These units of competency may provide credit towards FWP31019 Certificate III in Saw Technology. They may also provide pathways to higher level technical qualifications or opportunities to transition into related manufacturing and engineering areas.

Licensing/Regulatory Information

No licensing or certification requirements apply to this skill set at the time of publication.

Skill Set Requirements

An asterisk (*) next to the unit code indicates that there are prerequisite requirements which must be met when packaging the qualification. Please refer to the Prerequisite requirements table for details. All prerequisite units are included in the skill set.

- MEM09002* Interpret technical drawing
- MEM11011* Undertake manual handling
- MEM12023* Perform engineering measurements
- MEM12024* Perform computations
- MEM13003* Work safely with industrial chemicals and materials
- MEM13015 Work safely and effectively in manufacturing and engineering
- MEM14006* Plan work activities
- MEM16006* Organise and communicate information
- MEM18001* Use hand tools
- MEM18002* Use power tools/hand held operations

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- MEM18003* Use tools for precision work
- MEM18006* Perform precision fitting of engineering components
- MEM18020* Maintain hydraulic system components
- MEM18021* Maintain hydraulic systems
- MEM18055* Dismantle, replace and assemble engineering components
- MEM18071* Connect and disconnect fluid conveying system components

Prerequisite requirements

Unit of competency	Prerequisite requirement
MEM09002 Interpret technical drawing	MEM12023 Perform engineering measurements MEM12024 Perform computations MEM13015 Work safely and effectively in manufacturing and engineering MEM16006 Organise and communicate information
MEM11011 Undertake manual handling	MEM13015 Work safely and effectively in manufacturing and engineering MEM16006 Organise and communicate information
MEM12023 Perform engineering measurements	MEM13015 Work safely and effectively in manufacturing and engineering MEM16006 Organise and communicate information
MEM12024 Perform computations	MEM13015 Work safely and effectively in manufacturing and engineering MEM16006 Organise and communicate information
MEM13003 Work safely with industrial chemicals and materials	MEM11011 Undertake manual handling MEM13015 Work safely and effectively in manufacturing and engineering MEM16006 Organise and communicate information
MEM14006 Plan work activities	MEM13015 Work safely and effectively in manufacturing and engineering MEM16006 Organise and communicate information
MEM16006 Organise and communicate information	MEM13015 Work safely and effectively in manufacturing and engineering
MEM18001 Use hand tools	MEM11011 Undertake manual handling MEM13015 Work safely and effectively in

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	manufacturing and engineering MEM16006 Organise and communicate information
MEM18002 Use power tools/hand held operations	MEM11011 Undertake manual handling MEM13015 Work safely and effectively in manufacturing and engineering MEM16006 Organise and communicate information
MEM18003 Use tools for precision work	MEM11011 Undertake manual handling MEM12023 Perform engineering measurements MEM13015 Work safely and effectively in manufacturing and engineering MEM16006 Organise and communicate information MEM18001 Use hand tools MEM18002 Use power tools/hand held operations
MEM18006 Perform precision fitting of engineering components	MEM09002 Interpret technical drawing MEM11011 Undertake manual handling MEM12023 Perform engineering measurements MEM12024 Perform computations MEM13015 Work safely and effectively in manufacturing and engineering MEM14006 Plan work activities MEM16006 Organise and communicate information MEM18001 Use hand tools MEM18002 Use power tools/hand held operations MEM18003 Use tools for precision work MEM18055 Dismantle, replace and assemble engineering components
MEM18020 Maintain hydraulic system components	MEM09002 Interpret technical drawing MEM11011 Undertake manual handling MEM12023 Perform engineering measurements MEM12024 Perform computations MEM13015 Work safely and effectively in manufacturing and engineering MEM14006 Plan work activities MEM16006 Organise and communicate information

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	MEM18001 Use hand tools MEM18002 Use power tools/hand held operations MEM18003 Use tools for precision work MEM18006 Perform precision fitting of engineering components MEM18055 Dismantle, replace and assemble engineering components
MEM18021 Maintain hydraulic systems	MEM09002 Interpret technical drawing MEM11011 Undertake manual handling MEM12023 Perform engineering measurements MEM12024 Perform computations MEM13015 Work safely and effectively in manufacturing and engineering MEM14006 Plan work activities MEM16006 Organise and communicate information MEM18001 Use hand tools MEM18002 Use power tools/hand held operations MEM18003 Use tools for precision work MEM18006 Perform precision fitting of engineering components MEM18020 Maintain hydraulic system components MEM18055 Dismantle, replace and assemble engineering components
MEM18055 Dismantle, replace and assemble engineering components	MEM09002 Interpret technical drawing MEM11011 Undertake manual handling MEM12023 Perform engineering measurements MEM13015 Work safely and effectively in manufacturing and engineering MEM16006 Organise and communicate information MEM18001 Use hand tools MEM18002 Use power tools/hand held operations

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MEM18071 Connect and disconnect fluid conveying system components	MEM11011 Undertake manual handling MEM13003 Work safely with industrial chemicals and materials MEM13015 Work safely and effectively in manufacturing and engineering MEM14006 Plan work activities MEM16006 Organise and communicate information MEM18001 Use hand tools

Target Group

This skill set is for Saw Technicians who inspect, test, maintain and troubleshoot hydraulic systems and components on sawing machine centres to achieve sawing production rates and product tolerances.

Suggested words for Statement of Attainment

These competencies from the *MEM Training Package* meet the industry requirements to conduct hydraulic maintenance of sawing machine centres.

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FWPSS00040 Skill Set for Pneumatic Maintenance of Saw Technology

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 5.0.

Description

This skill set reflects the roles of Saw Technicians to inspect, test, maintain and troubleshoot advanced pneumatic systems and components on sawing machine centres.

Pathways Information

These units of competency may provide credit towards FWP31019 Certificate III in Saw Technology. They may also provide pathways to higher level technical qualifications or opportunities to transition into related manufacturing and engineering areas.

Licensing/Regulatory Information

No licensing or certification requirements apply to this skill set at the time of publication.

Skill Set Requirements

An asterisk (*) next to the unit code indicates that there are prerequisite requirements which must be met when packaging the qualification. Please refer to the Prerequisite requirements table for details. All prerequisite units are included in the skill set.

- MEM09002* Interpret technical drawing
- MEM11011* Undertake manual handling
- MEM12023* Perform engineering measurements
- MEM12024* Perform computations
- MEM13015 Work safely and effectively in manufacturing and engineering
- MEM14006* Plan work activities
- MEM16006* Organise and communicate information
- MEM18001* Use hand tools
- MEM18002* Use power tools/hand held operations
- MEM18003* Use tools for precision work

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- MEM18006* Perform precision fitting of engineering components
- MEM18018* Maintain pneumatic system components
- MEM18019* Maintain pneumatic systems
- MEM18055* Dismantle, replace and assemble engineering components

Prerequisite requirements

Unit of competency	Prerequisite requirement
MEM09002 Interpret technical drawing	MEM12023 Perform engineering measurements MEM12024 Perform computations MEM13015 Work safely and effectively in manufacturing and engineering MEM16006 Organise and communicate information
MEM11011 Undertake manual handling	MEM13015 Work safely and effectively in manufacturing and engineering MEM16006 Organise and communicate information
MEM12023 Perform engineering measurements	MEM13015 Work safely and effectively in manufacturing and engineering MEM16006 Organise and communicate information
MEM12024 Perform computations	MEM13015 Work safely and effectively in manufacturing and engineering MEM16006 Organise and communicate information
MEM14006 Plan work activities	MEM13015 Work safely and effectively in manufacturing and engineering MEM16006 Organise and communicate information
MEM16006 Organise and communicate information	MEM13015 Work safely and effectively in manufacturing and engineering
MEM18001 Use hand tools	MEM11011 Undertake manual handling MEM13015 Work safely and effectively in manufacturing and engineering MEM16006 Organise and communicate information
MEM18002 Use power tools/hand held operations	MEM11011 Undertake manual handling MEM13015 Work safely and effectively in manufacturing and engineering

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	MEM16006 Organise and communicate information
MEM18003 Use tools for precision work	MEM11011 Undertake manual handling MEM12023 Perform engineering measurements MEM13015 Work safely and effectively in manufacturing and engineering MEM16006 Organise and communicate information MEM18001 Use hand tools MEM18002 Use power tools/hand held operations
MEM18006 Perform precision fitting of engineering components	MEM09002 Interpret technical drawing MEM11011 Undertake manual handling MEM12023 Perform engineering measurements MEM12024 Perform computations MEM13015 Work safely and effectively in manufacturing and engineering MEM14006 Plan work activities MEM16006 Organise and communicate information MEM18001 Use hand tools MEM18002 Use power tools/hand held operations MEM18003 Use tools for precision work MEM18055 Dismantle, replace and assemble engineering components
MEM18018 Maintain pneumatic system components	MEM09002 Interpret technical drawing MEM11011 Undertake manual handling MEM12023 Perform engineering measurements MEM12024 Perform computations MEM13015 Work safely and effectively in manufacturing and engineering MEM14006 Plan work activities MEM16006 Organise and communicate information MEM18001 Use hand tools MEM18002 Use power tools/hand held operations MEM18003 Use tools for precision work MEM18006 Perform precision fitting of engineering components

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	MEM18055 Dismantle, replace and assemble engineering components
MEM18019 Maintain pneumatic systems	MEM09002 Interpret technical drawing MEM11011 Undertake manual handling MEM12023 Perform engineering measurements MEM12024 Perform computations MEM13015 Work safely and effectively in manufacturing and engineering MEM14006 Plan work activities MEM16006 Organise and communicate information MEM18001 Use hand tools MEM18002 Use power tools/hand held operations MEM18003 Use tools for precision work MEM18006 Perform precision fitting of engineering components MEM18018 Maintain pneumatic system components MEM18055 Dismantle, replace and assemble engineering components
MEM18055 Dismantle, replace and assemble engineering components	MEM09002 Interpret technical drawing MEM11011 Undertake manual handling MEM12023 Perform engineering measurements MEM13015 Work safely and effectively in manufacturing and engineering MEM16006 Organise and communicate information MEM18001 Use hand tools MEM18002 Use power tools/hand held operations

Target Group

This skill set is for Saw Technicians who inspect, test, maintain and troubleshoot pneumatic systems and components on sawing machine centres to achieve sawing production rates and product tolerances.

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Suggested words for Statement of Attainment

These competencies from the *MEM Training Package* meet the industry requirements to conduct pneumatic maintenance of sawing machine centres.

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FWPSS00041 Cutting Timber to Length and Angle Skill Set

Modification History

Release	Comments
Release 1	This version released with FWP Training Package Version 6.0.

Description

This skill set is designed to cover the knowledge and skills required to cut timber to specified lengths and angles for use in the fabrication of timber wall frames and/or floor or roof trusses. It includes applying knowledge and skills to work and handle materials safely in a manufacturing environment.

Pathways Information

These units of competency provide credit towards FWP30920 Certificate III in Timber Frame or Truss Manufacture from the FWP Forest and Wood Products Training Package.

Licensing/Regulatory Information

No licensing, legislative or certification requirements apply to this skill set at the time of publication.

Skill Set Requirements

- FWPCOR2205 Follow WHS policies and procedures
- FWPCOT3226 Assess timber for manufacturing potential
- FWPCOT3234 Cut material using CNC sizing machines
- FWPTMM2205 Cut material to length and angles
- TLID1001 Shift materials safely using manual handling methods

Target Group

This skill set is for entry level fabricators working in the timber frame and truss manufacturing industry.

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Suggested words for Statement of Attainment

These competencies from the *FWP Forest and Wood Products Training Package* and the *TLI Transport and Logistics Training Package* meet the industry requirements for cutting timber for the fabrication of timber frames and trusses.

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FWPSS00042 Timber Wall Frame Manufacture Skill Set

Modification History

Release	Comments
Release 1	This version released with FWP Training Package Version 6.0.

Description

This skill set is designed to cover the knowledge and skills required to assemble timber wall frames. It includes applying knowledge and skills to work and handle materials safely in a manufacturing environment, assess timber and apply information from fabrication plans to the assembly of timber wall frames.

Pathways Information

These units of competency provide credit towards FWP30920 Certificate III in Timber Frame or Truss Manufacture from the FWP Forest and Wood Products Training Package.

Licensing/Regulatory Information

No licensing, legislative or certification requirements apply to this skill set at the time of publication.

Skill Set Requirements

- CPCCOM1015 Carry out measurements and calculations
- FWPCOR2205 Follow WHS policies and procedures
- FWPCOT2257 Use hand-held tools
- FWPCOT3226 Assess timber for manufacturing potential
- FWPCOT3308 Assemble timber wall frames
- FWPTMM3213 Read and interpret timber truss or wall frame fabrication plans
- TLID1001 Shift materials safely using manual handling methods

Target Group

This skill set is for fabricators working in the timber frame and truss manufacturing industry who assemble timber wall frames.

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Suggested words for Statement of Attainment

These competencies from the *FWP Forest and Wood Products Training Package, TLI Transport and Logistics Training Package* **and** *the CPC Construction, Plumbing and Services Training Package* meet the industry requirements for assembling timber wall frames.

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FWPSS00043 Timber Roof Truss Manufacture Skill Set

Modification History

Release	Comments
Release 1	This version released with FWP Training Package Version 6.0.

Description

This skill set is designed to cover the knowledge and skills required to assemble timber roof trusses. It includes applying knowledge and skills to work and handle materials safely in a manufacturing environment, assess timber and apply information from fabrication plans to the assembly of timber roof trusses.

Pathways Information

These units of competency provide credit towards FWP30920 Certificate III in Timber Frame or Truss Manufacture from the FWP Forest and Wood Products Training Package.

Licensing/Regulatory Information

No licensing, legislative or certification requirements apply to this skill set at the time of publication.

Skill Set Requirements

- CPCCOM1015 Carry out measurements and calculations
- FWPCOR2205 Follow WHS policies and procedures
- FWPCOT2257 Use hand-held tools
- FWPCOT3226 Assess timber for manufacturing potential
- FWPCOT3309 Assemble timber roof trusses
- FWPTMM3213 Read and interpret timber truss or wall frame fabrication plans
- TLID1001 Shift materials safely using manual handling methods

Target Group

This skill set is for fabricators working in the timber frame and truss manufacturing industry who assemble timber roof trusses.

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Suggested words for Statement of Attainment

These competencies from the *FWP Forest and Wood Products Training Package, TLI Transport and Logistics Training Package* and *the CPC Construction, Plumbing and Services Training Package* meet the industry requirements for assembling timber roof trusses.

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FWPSS00044 Timber Floor Truss Manufacture Skill Set

Modification History

Release	Comments
Release 1	This version released with FWP Training Package Version 6.0.

Description

This skill set is designed to cover the knowledge and skills required to assemble timber floor trusses. It includes applying knowledge and skills to work and handle materials safely in a manufacturing environment, assess timber and apply information from fabrication plans to the assembly of timber floor trusses.

Pathways Information

These units of competency provide credit towards FWP30920 Certificate III in Timber Truss or Frame Manufacture from the FWP Forest and Wood Products Training Package.

Licensing/Regulatory Information

No licensing, legislative or certification requirements apply to this skill set at the time of publication.

Skill Set Requirements

- CPCCOM1015 Carry out measurements and calculations
- FWPCOR2205 Follow WHS policies and procedures
- FWPCOT2257 Use hand-held tools
- FWPCOT3226 Assess timber for manufacturing potential
- FWPTMM3213 Read and interpret timber truss or wall frame fabrication plans
- FWPTMM3214 Assemble timber floor trusses
- TLID1001 Shift materials safely using manual handling methods

Target Group

This skill set is for fabricators working in the timber frame and truss manufacturing industry who assemble timber floor trusses.

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Suggested words for Statement of Attainment

These competencies from the *FWP Forest and Wood Products Training Package, TLI Transport and Logistics Training Package* and *the CPC Construction, Plumbing and Services Training Package* meet the industry requirements for assembling timber floor trusses.

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FWPSS00045 Stacking and Storing Timber Frames and Trusses Skill Set

Modification History

Release	Comments
Release 1	This version released with FWP Training Package Version 6.0.

Description

This skill set is designed to cover the knowledge and skills required to stack and store assembled timber wall frames and/or roof or floor trusses. It also includes applying knowledge and skills to work and handle materials safely in a manufacturing environment.

Pathways Information

These units of competency provide credit towards FWP30920 Certificate III in Timber Frame or Truss Manufacture from the FWP Forest and Wood Products Training Package.

Licensing/Regulatory Information

No licensing, legislative or certification requirements apply to this skill set at the time of publication.

Skill Set Requirements

- FWPCOR2205 Follow WHS policies and procedures
- FWPCOT2206 Stack and bind material
- FWPCOT2255 Store materials
- TLID1001 Shift materials safely using manual handling methods

Target Group

This skill set is for fabricators working in the timber frame and truss manufacturing industry who stack and store assembled frames and trusses for dispatch.

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Suggested words for Statement of Attainment

These competencies from the *FWP Forest and Wood Products Training Package and TLI Transport and Logistics Training Package* meet the industry requirements for stacking and storing timber frames and trusses.

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