



Australian Government

**Assessment Requirements for
PPMNUM320 Measure and calculate
routine workplace data**

Release: 1

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Modification History

Release	Comment
1	<p>Replaces equivalent unit FPPNUM320A Measure and calculate routine workplace data, which was first released with FPP10 Pulp and Paper Manufacturing Industry Training Package Version 1.0. This is the first release of this unit in the new standards format.</p> <p>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'.</p>

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 measure, estimate and calculate routine workplace data, at least twice in line with required enterprise intervals, in a pulp or paper manufacturing facility by:

- using numeracy skills, arithmetic, basic geometry and physics calculations (time, temperature, speed, distance, weight, volume) to solve workplace problems and take production measurements
- applying principles and units of measurement to estimate and verify calculations
- selecting and operating measuring devices including scales, vernier calipers, meters and gauges to take production measurements including:
 - product quality and characteristics
 - delay
 - waste
 - speed
 - tonnage
 - through put
 - asset utilisation
 - machine efficiency
- interpreting mathematical symbols and diagrams to present mathematical data for use in the workplace
- estimating variations in product characteristics including length, weight, capacity, time, temperature and moisture and present results using decimals, fractions and whole and mixed numbers, percentages and ratios

- applying data to performance measures including percentage, ratio and proportion
- identifying standard operating procedures (SOP) for gathering and presenting workplace data
- achieving consistent levels of accuracy in collecting data and completing mathematical analyses
- checking work performance in relations to adjustments made and recording outcomes according to SOP.
- recording results about productivity and efficiency on standard graphs or charts.

Knowledge Evidence

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

- procedures related to own work role and workplace data collection and reflected in work health and safety (WHS) procedures, environmental procedures, standard operating procedures (SOP), isolation procedures, safe working requirements, risks and hazard identification and housekeeping requirements
- basic problem-solving techniques consistent with level of responsibility
- mathematical processes to calculate workplace data and present in graphs or charts
- purpose and procedures for the operation of measuring instruments
- relationship between different measurement scales.

Assessment Conditions

The following resources must be made available:

- access to the full range of equipment involved in measuring and calculating routine workplace data in a pulp or paper manufacturing facility
- sample workplace documentation, procedures and reports including (SOP), quality procedures, environmental sustainability requirements/practices, plant manufacturing operating manuals and enterprise policies and procedures.

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

Assessor requirements

- 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.education.gov.au/Pages/TrainingPackages.aspx/Pages/Home.aspx>