



**Australian Government**

# **RIIBEF201E Plan and organise work**

**Release: 1**

## RIIBEF201E Plan and organise work

### 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 plan and organise work in the resources and infrastructure industries, including conducting basic workplace maintenance and housekeeping procedures.

It applies to those working in operational roles. They generally work under supervision to undertake a prescribed range of functions involving known routines and procedures and take responsibility for the quality of own work outcomes.

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
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Plan and prepare for work	1.1 Obtain, interpret, and confirm work requirements 1.2 Access, interpret and apply documentation and procedures 1.3 Identify, read, clarify and confirm employment conditions, responsibilities and obligations 1.4 Identify the required outcomes, work procedures, available time, resource requirements and priorities when planning work 1.5 Inspect and prepare work areas in coordination with relevant personnel 1.6 Select appropriate plant and equipment, check for serviceability and report any faults 1.7 Identify and safely handle resources and materials 1.8 Identify and apply environmental protection requirements according to workplace procedures

<b>ELEMENT</b>	<b>PERFORMANCE CRITERIA</b>
2. Sequence work safely	2.1 Organise to complete tasks in a timely manner and in a logical, safe and efficient sequence 2.2 Complete writing compliance documentation and reports according to workplace procedures
3. Resolve problems	3.1 Identify problems with work processes and communicate them to relevant personnel 3.2 Modify work processes to meet changing circumstances after consultation with relevant personnel 3.3 Report problems in a timely manner to relevant personnel
4. Finalise job activity	4.1 Clear and clean work area, store tools and equipment 4.2 Correctly dispose of materials including recyclables 4.3 Clean, check and maintain machinery, tools and equipment 4.4 Document and report issues to relevant personnel

## Foundation Skills

*This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.*

<b>SKILL</b>	<b>DESCRIPTION</b>
Writing	<ul style="list-style-type: none"> <li>• Produces and completes written documents required for workplace procedures</li> </ul>
Self-management	<ul style="list-style-type: none"> <li>• Monitors and minimises own exposure to worksite risks and hazards during activities</li> </ul>
Oral communication	<ul style="list-style-type: none"> <li>• Uses a range of communication techniques and systems to communicate with others</li> </ul>

## Unit Mapping Information

Supersedes and is equivalent to RIIBEF201D Plan and organise work.

## Links

Companion Volume implementation guides is found on VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=88a61002-9a21-4386-aaf8-69c76e675272>