



Australian Government

AMPOPR301 Follow and implement an established work plan

Release: 1

AMPOPR301 Follow and implement an established work plan

Modification History

Release	Comments
Release 1	This version released with AMP Australian Meat Processing Training Package Version 8.0.

Application

This unit describes the skills and knowledge required to complete tasks individually or in a team context. The tasks involve established routines and procedures using allocated resources with access to readily available procedures and advice. Work plans may need to be modified with supervisor/team leader agreement to suit changing conditions and priorities.

This unit applies to individuals who work in quality assurance or team leader roles in the meat processing industry. In these roles, workers implement a wide variety of work plans such as schedules, work instructions, customer orders and daily plans. They are required to interpret, prioritise, communicate and implement plans in a team environment.

Work and tasks may be allocated through managers, supervisors, work schedules or plans. They may be individual tasks and jobs or team function work schedules.

All work must be carried out to comply with workplace procedures, according to state/territory health and safety, food and meat 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

Operational (OPR)

Elements and Performance Criteria

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>

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1. Plan and prepare for work	1.1 Identify work activities and requirements from work schedules and/or supervisory staff 1.2 Identify and plan team tasks 1.3 Identify and plan work activities for individual/s 1.4 Prioritise work activities as directed
2. Organise daily work activities	2.1 Assign tasks to individuals and/or team 2.2 Locate and communicate relevant standard operating procedures (SOPs) and work instructions 2.3 Identify health and safety hazards and risks, and implement controls 2.4 Identify regulatory and food safety requirements for tasks
3. Monitor work plan	3.1 Undertake work tasks according to work schedule 3.2 Monitor work to ensure compliance with schedule and workplace procedures 3.3 Identify and address routine issues as they arise 3.4 Record work activities, following workplace requirements
4. Modify work plan	4.1 Identify changing needs and/or conditions 4.2 Identify the safety and production implications of changes 4.3 Seek assistance from relevant personnel when difficulties arise 4.4 Review tasks and priorities in line with changing needs and/or conditions with a change of instruction from appropriate personnel 4.5 Update work plan, taking safety and production implications into account, and communicate 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	Access and interpret work instructions, standard operating procedures and relevant regulatory requirements
Writing	Keep work records using paper-based and/or digital formats
Oral communication	- Provide clear instructions - Interact effectively with individuals who have different work styles, aspirations, cultures and perspectives
Numeracy	Schedule work to meet required timeframes

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
AMPOPR301 Follow and implement an established work plan	AMPX308 Follow and implement an established work plan	Unit sector code updated Performance Criteria clarified Foundation Skills added Performance Evidence, Knowledge Evidence and Assessment Conditions revised	Not equivalent

Links

Companion Volumes, including Implementation Guides, are available at VETNet: -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7>

Assessment Requirements for AMPOPR301 Follow and implement an established work plan

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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 followed and implemented an established daily work plan for at least one individual (which may be for self) and at least one team, including:

- effectively and efficiently utilised resources and time
- applied problem-solving skills and addressed routine issues
- sought assistance from relevant personnel when difficulties arise
- recognised potential disruptions or changed circumstances and modified work plans in conjunction 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:

- workplace quality, operational and safety procedures
- regulatory requirements and customer specifications
- importance of keeping workplace records
- routine work planning processes
- effective communication methods
- potential safety implications of modifying the work plan
- job outcomes, standards and priorities
- equipment and processes used in the workplace
- safety hazards associated with the process, and methods to control associated risks
- food safety requirements of work tasks
- recording requirements for product traceability and biosecurity.

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 meat processing workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
 - reporting and monitoring systems
- specifications:
 - work instructions
 - workplace procedures, including advice on safe work practices, meat safety, quality and environmental requirements
- relationships:
 - interactions with work team and supervisor.

Assessment for this unit must include at least three forms of 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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