



Australian Government

AMPX308 Follow and implement an established work plan

Release: 1

AMPX308 Follow and implement an established work plan

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

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.

Team leaders and Quality Assurance (QA) Officers in the meat industry are required to implement a wide variety of work plans such as schedules, work instructions, customer orders and daily plans. They will be required to interpret, prioritise, communicate and implement plans in the context of 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 should be carried out to comply with workplace procedures, customer requirements and product specifications.

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. They provide and communicate solutions to a 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

Elements and Performance Criteria

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

Element	Performance criteria
1. Identify work activities	1.1 Identify team tasks 1.2 Identify work activities that are allocated to the individual 1.3 Prioritise work activities as directed
2. Organise daily work activities	2.1 Break work activities down into small achievable components 2.2 Identify hazards and implement required controls 2.3 Identify regulatory and workplace health and safety requirements 2.4 Identify relevant workplace requirements 2.5 Record activities
3. Follow work plan	3.1 Locate relevant Standard Operating Procedures (SOPs) and work instructions 3.2 Undertake tasks in accordance with schedule/plan 3.3 Maintain output in accordance with schedule/plan 3.4 Follow prescribed and routine work related sequences
4. Modify work plan	4.1 Identify changing needs/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/conditions with a change of instruction from appropriate personnel 4.5 Update work plan taking account of safety and production implications and communicate to appropriate personnel

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 MTMP3105A Follow and implement an established work plan.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7>

Assessment Requirements for AMPX308 Follow and implement an established work plan

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Performance Evidence

The candidate must develop, implement and modify a work plan to suit their daily work activities.

The candidate must:

- use communication skills appropriate to the task, including reading, writing, numeracy, listening and speaking skills
- identify and control hazards
- interpret work schedules and follow instructions
- follow relevant procedures
- effectively and efficiently utilise resources and time
- recognise potential disruptions or changed circumstances and modify work plans in conjunction with relevant personnel
- seek assistance from relevant personnel when difficulties arise
- apply problem-solving skills relevant to work instructions and Standard Operating Procedures (SOPs)
- interpret and apply enterprise's standard operating procedures, work instructions and relevant regulatory requirements
- use appropriate methods and techniques for obtaining and interpreting feedback
- work effectively with individuals who have diverse work styles, aspirations, cultures and perspectives

Knowledge Evidence

The candidate must demonstrate a factual, technical, procedural and theoretical knowledge of:

- enterprise quality, operational and safety procedures
- regulatory requirements and customer specifications
- importance of workplace documentation
- routine work planning processes
- potential safety implications of modifying the work plan
- job outcomes, standards and priorities

- equipment and processes used in the workplace
- hazards associated with the process
- methods of controlling the hazards according to procedures

Assessment Conditions

Assessment will require access to an operating plant over an extended period of time, or a suitable method of gathering evidence of operating ability over a range of situations.

A minimum of three different forms of assessment must be used.

Assessors must satisfy the current standards for RTOs.

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