



Australian Government

AMPX308 Follow and implement an established work plan

Release: 1

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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>

