



Australian Government

**Assessment Requirements for
FBPOPR1007 Participate effectively in a
workplace environment**

Release: 1

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Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 1.0

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has participated effectively in a workplace environment on at least one occasion, including:

- identifying and accessing information on conditions of employment and workplace policies and procedures
- applying work policies and procedures to work activity
- locating workplace amenities and facilities relevant to work responsibilities
- describing key products, functions and activities of the organisation
- identifying own work role within organisational activities and outputs
- identifying and locating materials/storage areas in the workplace, relevant to work role, such as locating tank farms and other bulk storage locations and identifying special storage conditions (e.g. hazardous goods and temperature controlled stores areas)
- identifying and locating production and packing processes/main work areas in the workplace
- sharing information and collaborating with other employees to complete work tasks
- planning own work tasks and completing within required timelines
- following work health and safety procedures.

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 structure and key personnel
- rights and responsibilities of employees as defined in employment conditions
- company policies and procedures relating to work responsibilities, including areas covered by legislation and related responsibilities
- appropriate personal conduct in a work area, including:

- minimum clothing and personal hygiene standards when entering and moving around a food processing area in order to protect both employees and product safety
- behaving appropriately towards others in the work area
- work health and safety hazards and controls
- industrial representation arrangements
- site security arrangements, including responsibility to report when coming on and off site
- site layout, including main facilities, such as canteens, parking areas, storage areas, processing and packing areas, and location of emergency exits and assembly areas
- the main products/product range produced in the workplace
- stages and processes used to manufacture and package products
- personal reporting roles and responsibilities.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
 - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
 - site maps
 - workplace forms
- specifications:
 - advice on work roles and responsibilities
 - advice on workplace policies, codes of practice, procedures, structure and personnel
 - advice on conditions of employment and entitlements
- relationships (internal and/or external):
 - person/s with whom to communicate.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4>