



Australian Government

FBPOPR1007 Participate effectively in a workplace environment

Release: 1

FBPOPR1007 Participate effectively in a workplace environment

Modification History

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

Application

This unit of competency describes the skills and knowledge required to participate effectively in a workplace environment.

This unit applies to individuals in any work environment who work alongside a supervisor in most situations and exercise limited autonomy. This unit serves as an introduction to the responsibilities of the worker, and the products and processes of the company.

All work must be carried out to comply with workplace procedures, in accordance with State/Territory work health and safety legislation that apply to the workplace.

No occupational 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>
1. Obtain information about the industry	1.1 Access sources of information about the industry 1.2 Collect information to assist effective and safe work performance within the industry 1.3 Obtain and update specific information on sector of work 1.4 Apply industry and work health and safety information to

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
	day-to-day work activities 1.5 Describe employment terms and conditions 1.6 Explain career pathways within the industry
2. Observe employment requirements	2.1 Identify industry developments in the workplace context that could be used to improve quality, productivity and conditions 2.2 Confirm that work practices comply with codes of practice and workplace expectations within level of responsibility 2.3 Identify contribution of own work role to organisational outputs 2.4 Ensure that dress and personal requirements comply with workplace standards 2.5 Observe punctuality in work attendance according to workplace procedures 2.6 Meet employer expectations through completion of workplace routines and specific instructions
3. Accept responsibility for quality of own work	3.1 Keep personal work space in a well-organised and safe condition 3.2 Adhere to the workplace code of conduct 3.3 Detect variations in the quality of service or products from required standards, and report as required
4. Plan and conduct own work	4.1 Follow instructions from supervisor and relevant people 4.2 Identify factors affecting work requirements and take appropriate action 4.3 Assess work load and prioritise within allocated timeframes 4.4 Communicate clearly, to the appropriate person, the need for assistance to improve performance
5. Promote workplace cooperation	5.1 Undertake responsibilities and duties in a positive manner to promote cooperation and good relationships 5.2 Conduct cooperation with others in a courteous manner, appropriate to culture, special needs and linguistic background, and position in the organisation 5.3 Recognise problems and conflict, and resolve through personal communication where possible, or refer to a supervisor, manager or employer for resolution
6. Contribute to a	6.1 Share information relevant to work with co-workers to ensure

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
productive work environment	designated work goals are met 6.2 Share knowledge and skills with co-workers through conversations and meetings 6.3 Recognise and seek contributions of individuals of different gender and social and cultural backgrounds 6.4 Ensure work is consistent with workplace standards relating to antidiscrimination and workplace harassment
7. Undertake an activity to workplace requirements	7.1 Discuss knowledge and skills required for task with supervisors and co-workers 7.2 Check the availability of materials and equipment to ensure they are consistent with work schedules and the requirements of the task 7.3 Create a daily schedule for completing workplace activities and allocated tasks, including priorities, allocated start times, estimation of completion times and materials, equipment and assistance required for completion

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
Navigate the world of work	• With guidance, identify main tasks, rights and responsibilities of own role • Follow instructions to complete a limited set of well-defined tasks • Meet a limited range of explicit workplace conventions and protocols
Interact with others	• Ask simple questions and listen carefully to clarify understanding or seek further information • Follow basic communication protocols and conventions • Recognise basic values, beliefs and cultural expectations of others • Follow scripts or use simple templates for routine communication tasks
Get the work done	• Follow simple, clear instructions • Keep track of work activities

Skill	Description
	• Recognise and seek guidance to correct simple problems • Take responsibility for and reflect on low-impact decisions • Recognise and support the application of new ideas

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPOPR1007 Participate effectively in a workplace environment	FDFOP1007A Participate effectively in a workplace environment	Updated to meet Standards for Training Packages	Equivalent unit

Links

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

Assessment Requirements for FBPOPR1007 Participate effectively in a workplace environment

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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.

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