



**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

<b>Elements</b>	<b>Performance Criteria</b>
<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

<b>Elements</b>	<b>Performance Criteria</b>
<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.*

<b>Skill</b>	<b>Description</b>
Navigate the world of work	<ul style="list-style-type: none"> <li>• With guidance, identify main tasks, rights and responsibilities of own role</li> <li>• Follow instructions to complete a limited set of well-defined tasks</li> <li>• Meet a limited range of explicit workplace conventions and protocols</li> </ul>
Interact with others	<ul style="list-style-type: none"> <li>• Ask simple questions and listen carefully to clarify understanding or seek further information</li> <li>• Follow basic communication protocols and conventions</li> <li>• Recognise basic values, beliefs and cultural expectations of others</li> <li>• Follow scripts or use simple templates for routine communication tasks</li> </ul>
Get the work done	<ul style="list-style-type: none"> <li>• Follow simple, clear instructions</li> <li>• Keep track of work activities</li> </ul>

Skill	Description
	<ul style="list-style-type: none"> <li>• Recognise and seek guidance to correct simple problems</li> <li>• Take responsibility for and reflect on low-impact decisions</li> <li>• Recognise and support the application of new ideas</li> </ul>

## 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>