



Australian Government

Assessment Requirements for FBPPPL3006 Report on workplace performance

Release: 1

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Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

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

There must be evidence that the individual has reported on workplace performance on at least one occasion, including:

- confirming the reporting and recording systems and procedures for a specific work area
- recording information on work performance in accordance with reporting procedures
- reporting variances and inconsistencies
- maintaining security of work documentation.

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:

- the purpose and responsibilities for the information records and reports to be maintained or produced, including accuracy levels and timelines
- types of information to be recorded, including but not limited to:
 - timesheets
 - log sheets
 - recipes/specifications
 - operating procedures
 - production statistics
 - downtime
 - labour
 - materials usage levels
- techniques used to collate and assess information, including typical recording outcomes to identify unusual or incorrectly recorded information
- likely causes of variation and related reporting responsibilities

- information system access levels and codes, such as levels within software
- effective communication strategies relevant to reporting role
- relevant regulatory and licensing, legislative requirements, industrial awards and agreements.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
 - skills must be demonstrated in a workplace setting or an environment that accurately represents a real workplace
- resources, equipment and materials:
 - performance data
 - recording/reporting formats and systems
- specifications:
 - workplace policies, codes of practice and procedures
 - relevant information on licensing, legislation and industrial awards and agreements.

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

Links

Companion Volume Implementation Guides are found in VETNet: -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4>