



Australian Government

Department of Education, Employment and Workplace Relations

FDFOP1008A Take and record basic measurements

Revision Number: 1

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Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit of competency covers the skills and knowledge required to use basic measuring equipment and devices, read and record results.
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Application of the Unit

Application of the unit	This unit is appropriate where simple tests involve automated measuring devices.
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Identify measurement requirements	1.1. Purpose of measuring is identified 1.2. Measuring requirements, including frequency and accuracy range, are identified 1.3. Measuring equipment is available and fit for purpose
2. Take measurements	2.1. Measurements are performed to requirements and according to workplace procedures 2.2. Measurement results are checked for accuracy 2.3. Non-standard or out-of-range results are identified and reported to appropriate personnel 2.4. Results of measurements are recorded in the required format

Required Skills and Knowledge

Required skills

Ability to:

- access workplace information on measurement requirements and procedures relating to own work, including information about the types of measurements to be carried out, the equipment/devices to be used, frequency of measurement and related recording requirements
- locate measuring equipment/device and confirm that it is suitable for use (this will vary depending on the nature of the equipment/device), such as taring scales, and confirming calibration of devices (e.g. pH meters)
- locate materials/items to be measured
- follow procedures to conduct measurements
- determine and interpret measurement results, including checking measurement accuracy, and where results are out of the required range, reporting to appropriate personnel and following instructions on corrective action
- record results as required in the appropriate format, such as completing log sheets
- use oral communication skills/language competence to fulfil the job role as specified by the organisation, including questioning, active listening, asking for clarification and seeking advice from supervisor
- work cooperatively within a culturally diverse workforce

Required knowledge

Knowledge of:

- purpose of measuring as applied to work responsibilities, and related measuring equipment and units of measurement, including the required accuracy of the measurement and the capability/accuracy level of equipment used
- measuring equipment/device preparation requirements and purpose, including calibration requirements and responsibilities for maintaining accurate measuring equipment/devices (at this level, responsibility may involve confirming calibration by following defined check methods)
- occupational health and safety (OHS) hazards associated with using the measuring equipment/device and related safe operating procedures
- typical/required range for measurement results
- common factors and conditions that could affect the measurement result
- procedures to follow where measurements are out of range, such as involves repeating the measurement one or more times
- consequences of measurements that are out of range
- responsibilities to report measurement information

Evidence Guide

EVIDENCE GUIDE

The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

Assessment must be carried out in a manner that recognises the cultural and literacy requirements of the assessee and is appropriate to the work performed. Competence in this unit must be achieved in accordance with food safety standards and regulations.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Evidence of ability to:

- identify purpose of measuring
- use a variety of basic measuring equipment
- identify and report inconsistencies
- record measurement as required
- apply safe work practices and identify OHS hazards and controls
- apply food safety procedures.

Context of and specific resources for assessment

Assessment must occur in a real or simulated workplace where the assessee has access to:

- work procedures and instructions relating to measuring requirements
- measuring equipment/devices
- materials/items to be measured
- recording and reporting system.

Method of assessment

This unit should be assessed together with core units and other units of competency relevant to the function or work role. Examples could be:

- FDFOP2061A Use numerical applications in the workplace.

Guidance information for assessment

To ensure consistency in one's performance, competency should be demonstrated on more than one occasion over a period of time in order to cover a variety of circumstances, cases and responsibilities, and where possible, over a number of assessment activities.

Range Statement

RANGE STATEMENT	
The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.	
Policies and procedures	Work is carried out in accordance with company policies and procedures, regulatory and licensing requirements, legislative requirements, site licences and industrial awards and agreements
Workplace information	Workplace information may include: • standard operating procedures (SOPs) • specifications • production schedules • standard forms • written or verbal instructions
Basic measuring equipment	Basic measuring equipment includes but is not limited to: • scales • gauges and meters Examples of typical measuring devices include: • refractometers (hand-held) • temperature probes/thermometers • pH probes/meters

Unit Sector(s)

Unit sector	Operational
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Competency field

Competency field	
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Co-requisite units

Co-requisite units		