



Australian Government

FDFWGG3004A Coordinate nursery activities

Release: 3

FDFWGG3004A Coordinate nursery activities

Modification History

This unit supersedes and is equivalent to FDFWGGCNAB Coordinate nursery activities.

September 2012: clarified pre-requisite information.

April 2012: Minor typographical corrections.

Unit Descriptor

Unit descriptor	This specialist unit has been developed for wine grape nurseries. It covers the skills and knowledge required to coordinate nursery personnel in a range of day-to-day activities.
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Application of the Unit

Application of the unit	This unit includes allocation and monitoring of individual performance targets and requirements.
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units		
	FDFWGG2002A	Carry out potting operations
	FDFWGG2006A	Obtain and process rootlings
	FDFWGG3009A	Monitor and maintain nursery plants* <i>FDFWGG2007A Tend containerised nursery plants</i> <i>FDFWGG2012A Identify and treat nursery plant disorders</i>

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.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Prepare to coordinate nursery activities	1.1 Activity goals and performance requirements are identified and clarified 1.2 Tasks required to achieve performance requirements are identified 1.3 Personnel required are confirmed as available and having the appropriate competence 1.4 Equipment is confirmed as available and ready for use 1.5 Materials are confirmed as available and ready to meet requirements
2. Coordinate nursery activities	2.1 Individual work tasks and roles are allocated to ensure activity goals and performance requirements are met 2.2 Work targets and timelines are negotiated to achieve activity goals and performance requirements 2.3 Activities are monitored to ensure compliance with workplace procedures on occupational health and safety (OHS), environmental and quality issues 2.4 Activities are monitored against timelines and performance requirements 2.5 Potential barriers to achieving targets and performance requirements are identified, rectified and/or reported
3. Complete coordination of nursery activities	3.1 Activities are monitored to ensure compliance with relevant workplace procedures on completion, shutdown and waste disposal 3.2 Work is conducted in accordance with workplace environmental guidelines 3.3 Personnel are debriefed as appropriate
4. Record information	4.1 Workplace information is recorded in the appropriate format

Required Skills and Knowledge

This section describes the skills and knowledge required for this unit.

Required skills include:

Note: The following required skills should be applied as appropriate to the equipment and processes that are used in the particular winery or workplace.

Ability to:

- access workplace information to identify nursery activity requirements
- confirm supply of necessary resources
- select, fit and use appropriate personal protective clothing and/or equipment
- identify, rectify and/or report environmental non-compliance
- liaise with other work areas and customers
- plan nursery activities. This may include considering:
 - personnel requirements
 - equipment and materials required
 - location
 - transport
 - timing
 - environmental conditions
 - other nursery activities
 - quality and quantity requirements
- instruct individuals and/or a group
- provide feedback to individuals and/or a group
- monitor nursery activities. This may include monitoring:
 - compliance with OHS, environmental and quality procedures
 - individual and/or team performance
 - achievement of targets, timelines and performance requirements
 - own and other team members' learning needs
 - compliance with completion, shutdown and waste disposal procedures
- resolve conflicts
- take corrective action in response to out-of-specification results or non-compliance
- recognise, correct and/or report problems and anomalies
- maintain workplace records
- use oral communication skills/language 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 includes:

Note: The following required knowledge should be applied as appropriate to the equipment and

processes that are used in the particular winery or workplace.

Knowledge of:

- workplace planning processes
- workplace activity scheduling processes
- OHS hazards and controls
- environmental issues and controls
- reporting and recording requirements and procedures
- procedures and responsibility for reporting problems and anomalies
- communication principles and strategies
- procedures for monitoring and reporting on individual and team performance
- competency identification and training arrangements
- conflict resolution, negotiation and problem-solving strategies.

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: - determine activities required of nursery and individuals in order to meet performance targets - allocate activities and monitor their implementation - provide leadership and instruction for nursery personnel - address performance issues - complete workplace records.
Context of and specific resources for assessment	Assessment must occur in a real or simulated workplace where the assessee has access to: - personal protective clothing and equipment as required - work procedures, including advice on company practices, safe work practices, food safety, quality and environmental requirements - instructions, information, specifications and schedules as required - equipment, services and corresponding information as required - products and materials as required - internal and external customers and suppliers as required - cleaning procedures, materials and equipment as required - documentation and recording requirements and procedures.
Method of assessment	This unit should be assessed together with other units of competency relevant to the function or work role.
Guidance information for assessment	To ensure consistency in one's performance, competence should be demonstrated on more than one occasion over

EVIDENCE GUIDE

	a period of time in order to cover a variety of circumstances, cases and responsibilities, and where possible, over a number of assessment activities.
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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 workplace procedures, licensing requirements, legislative requirements and industrial awards and agreements

Team practices

Team practices and work allocation occurs within the context of competency and licensing requirements and industrial agreements

Workplace information

Workplace information can include:

- Standard Operating Procedures (SOPs)
- specifications
- production schedules
- instructions
- routine maintenance schedules
- work notes
- Material Safety Data Sheets (MSDS)
- manufacturer instructions
- verbal direction from manager, supervisor or senior operator

Nursery activities

Nursery activities may include:

- any activity undertaken within the wine grape nursery environment including preparing, conducting, monitoring and completing work in the establishment and care of wine grape vines

Goal and performance

Goal and performance requirements may be:

RANGE STATEMENT	
requirements	• determined by organisation or departmental operational plans and customer requirements
Resources	Resources may include: • personnel • equipment • materials
Records	Records will include: • operational plans • nursery activities • personnel and maintenance records

Unit Sector(s)

Unit sector	Wine operations
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