



Australian Government

Department of Education, Employment and Workplace Relations

FPIFGM2213B Process seed

Release: 1

FPIFGM2213B Process seed

Modification History

Not Applicable

Unit Descriptor

Unit descriptor

This unit describes the outcomes required to treat, store and despatch seed

General workplace legislative and regulatory requirements apply to this unit; however there are no specific licensing or certification requirements at the time of publication

This unit replaces FPIFGM2213A Process seed

Application of the Unit

Application of the unit

The unit involves processing seed in a variety of work settings, including:

- forest environments
- farms
- agriculture
- nurseries
- local councils

The skills and knowledge required for competent workplace performance are to be used within the scope of the person's job and authority

Licensing/Regulatory Information

Refer to Unit Descriptor

Pre-Requisites

Not Applicable

Employability Skills Information

Employability skills This unit contains employability skills

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 process seed	1.1. Applicable occupational health and safety (OHS), environmental, legislative and organisational requirements relevant to processing seed are identified and followed 1.2. Work order is reviewed and checked with appropriate personnel 1.3. Site environmental protection measures are followed in line with relevant legislation and regulations 1.4. Equipment appropriate to work requirements is selected and checked for operational effectiveness in line with manufacturer recommendations 1.5. Seed processing operations are checked for safe working conditions and planned in line with site procedures and environmental requirements 1.6. Communication with others is established and maintained in line with OHS requirements
2. Treat and store seed	2.1. Seeds are separated from other materials, weighed and stored in line with species requirements and site procedures 2.2. Seed treatment is applied to prevent deterioration in line with seed species and site procedures 2.3. Seed information is accurately recorded in line with site procedures 2.4. Seed is packaged for storage in line with industry, legislative and organisational requirements
3. Prepare seed sample for viability testing	3.1. Seed sample for testing is identified and checked in line with work order 3.2. Seed sample is removed from lot and prepared for testing in line with site procedures, and industry, organisational and environmental requirements 3.3. Representative seed sample is clearly labelled and packaged for despatch to testing body in line with site procedures 3.4. Seed sample information is accurately recorded in line with site procedures
4. Despatch seed	4.1. Seed request specifications are interpreted and checked with appropriate personnel 4.2. Seed is retrieved from storage, and quantity and species of seed are calculated to meet request

ELEMENT**PERFORMANCE CRITERIA**

specifications

- 4.3. Each seed species is weighed, documented and placed in an ***appropriate container*** in line with request requirements and site procedures
- 4.4. Multiple seed lots are thoroughly mixed as required in line with request specifications
- 4.5. Seed and seed mixtures are accurately and clearly labelled in line with industry requirements and site procedures
- 4.6. Despatch of seed is organised and undertaken in line with request specifications and site procedures
- 4.7. Seed processing results are recorded and reported in line with industry requirements, site procedures and environmental requirements

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This describes the essential skills and knowledge and their level required for this unit.

Required skills

- Technical skills sufficient to use and maintain relevant equipment; efficiently and safely carry out seed processing procedures; identify a range of seed species and apply accurate identifying information
- Communication skills sufficient to use appropriate communication and interpersonal techniques with colleagues and others
- Literacy skills sufficient to locate, record and report information
- Numeracy skills sufficient to apply appropriate mathematical techniques to calculate seed weights and quantities
- Problem solving skills sufficient to review and identify work requirements; identify problems and equipment faults; demonstrate appropriate response procedures

Required knowledge

- Applicable commonwealth, state or territory legislation, regulations, standards, codes of practice and established safe practices relevant to the full range of processes for processing seed
- Environmental protection requirements, including the safe disposal of waste material and the safe use and storage of chemicals
- Organisational and site standards, requirements, policies and procedures for processing seed

REQUIRED SKILLS AND KNOWLEDGE

- Environmental risks and hazards
- Using seed material effectively and efficiently
- Role of wood or waste products in generating renewable energy through biomass
- Established communication channels and protocols
- Types of seed processing equipment, and procedures for its safe use and maintenance
- Hazards associated with the storage, treatment and despatch of seed
- Range of seed species and treating, packaging and storage processes
- Range of seed treatments and storage requirements for different seed species
- Types of diseases and pests likely to infect a range of species
- Problem identification and resolution strategies, and common fault finding techniques
- Types of tools and equipment, and procedures for their safe use and maintenance
- Appropriate mathematical procedures for estimating and measuring, including calculating time to complete tasks
- Procedures for recording and reporting workplace records and 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

A person who demonstrates competency in this unit must be able to provide evidence that they can apply safe and efficient techniques to treat, store and despatch a range of seed species in line with species requirements and organisational guidelines

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

The evidence required to demonstrate competency in this unit must be relevant to, and satisfy, all of the requirements of the elements of this unit and include demonstration of:

- following applicable commonwealth, state or territory legislative and regulatory requirements and codes of practice relevant to processing seed
 - following organisational policies and procedures relevant to processing seed
 - applying effective methods to treat, package and store a range of seed species in line with work order instructions and within prescribed organisational tolerances
 - operating and maintaining seed processing equipment
 - despatching seed in line with seed request specifications
 - recording seed processing information and results, and maintaining workplace information
- Context of and specific resources for assessment**
- Competency is to be assessed in the workplace or realistically simulated workplace
 - Assessment is to occur under standard and authorised work practices, safety requirements and environmental constraints
 - Assessment of required knowledge, other than confirmatory questions, will usually be conducted in an off-site context
 - Assessment is to follow relevant regulatory or Australian Standards requirements
 - The following resources should be made available:
 - workplace location or simulated workplace
 - materials and equipment relevant to undertaking work applicable to this unit

EVIDENCE GUIDE

Method of assessment

- specifications and work instructions
- Assessment must satisfy the endorsed Assessment Guidelines of the FPI11 Training Package
- Assessment methods must confirm consistency and accuracy of performance (over time and in a range of workplace relevant contexts) together with application of required knowledge
- Assessment must be by direct observation of tasks, with questioning on required knowledge and it must also reinforce the integration of employability skills
- Assessment methods must confirm the ability to access and correctly interpret and apply the required knowledge
- Assessment may be applied under project-related conditions (real or simulated) and require evidence of process
- Assessment must confirm a reasonable inference that competency is able not only to be satisfied under the particular circumstance, but is able to be transferred to other circumstances
- Assessment may be in conjunction with assessment of other units of competency
- The assessment environment should not disadvantage the candidate
- Assessment practices should take into account any relevant language or cultural issues related to Aboriginality, gender or language backgrounds other than English
- Where the participant has a disability, reasonable adjustment may be applied during assessment
- Language and literacy demands of the assessment task should not be higher than those of the work role

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

RANGE STATEMENT

regional contexts) may also be included.

OHS requirements:

are to be in line with applicable commonwealth, state or territory legislation and regulations, and organisational safety policies and procedures, and may include:

- personal protective equipment and clothing
- safety equipment
- first aid equipment
- fire fighting equipment
- hazard and risk control
- fatigue management
- elimination of hazardous materials and substances
- safe forest practices, including required actions relating to forest fire
- manual handling including shifting, lifting and carrying

Environmental requirements may include:

- legislation
- organisational policies and procedures
- workplace practices

Legislative requirements:

are to be in line with applicable commonwealth, state or territory legislation, regulations, certification requirements and codes of practice and may include:

- award and enterprise agreements
- industrial relations
- Australian Standards
- confidentiality and privacy
- OHS
- the environment
- equal opportunity
- anti-discrimination
- relevant industry codes of practice
- duty of care

Organisational requirements may include:

- legal
- organisational and site guidelines
- policies and procedures relating to own role and responsibility
- quality assurance
- procedural manuals

RANGE STATEMENT

- quality and continuous improvement processes and standards
 - OHS, emergency and evacuation procedures
 - ethical standards
 - recording and reporting requirements
 - equipment use, maintenance and storage requirements
 - environmental management requirements (waste minimisation and disposal, recycling and re-use guidelines)
- Work order** is to include:
- information and instructions for treating, storing and despatching seed
- and may also include:
- instructions for the environmental monitoring of work and procedures
 - environmental care requirements relevant to the work
- Appropriate personnel** may include:
- supervisors
 - suppliers
 - clients
 - colleagues
 - managers
- Environmental protection measures** may include:
- ground growth
 - canopy
 - general forest lean
 - wind speed and direction
 - fallen trees
 - density of trees
 - ground slope
 - soil and water protection
 - ground hazards
 - obstacles
- Equipment** may include:
- electric and manual scales
 - various packaging materials and containers
 - seed cleaning machine
 - seed lot mixing device
 - lifting device, such as overhead gantry and fork lift
- Communication** may include:
- verbal and non-verbal language
 - constructive feedback

RANGE STATEMENT

- active listening
 - questioning to clarify and confirm understanding
 - use of positive, confident and cooperative language
 - use of language and concepts appropriate to individual social and cultural differences
 - control of tone of voice
- Separation** methods may include:
- hand selection
 - wind separation and winnowing
 - sieving
 - vibrating
 - flotation
 - drying
 - crumbling of husks
- Seed treatment** may include:
- fungicides
 - cleaning
- Seed information** includes: details of:
- species
 - time and date of harvest
 - time and date of receipt into store
 - place or origin of seed
 - container identifier
- Packaging** may include:
- vacuum sealing
 - use of inert atmospheres, such as nitrogen and carbon dioxide
 - control of packing environment, including temperature, light and moisture
- Request specifications** may include:
- seed species
 - percentage of seed mix
 - pure graded seed
 - rate of sowing
 - area to be sown
 - despatch container
 - method of despatch
 - sowing equipment to be used
- Appropriate container** criteria may include:
- length of time seed will be stored
 - method to be used to transport seed
 - equipment to be used for sowing seed
 - quantity of seed

RANGE STATEMENT

- size of individual seeds

Unit Sector(s)

Not Applicable

Competency field

Competency field Forest Growing and Management