



Australian Government

Department of Education, Employment and Workplace Relations

FPIFGM5201B Plan and manage an inventory program

Release: 1

FPIFGM5201B Plan and manage an inventory program

Modification History

Not Applicable

Unit Descriptor

Unit descriptor

This unit describes the outcomes required to plan and manage forest assessments, based on an inventory program. The unit includes conducting consultative processes, and monitoring and analysing the effectiveness of the program

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 FPIFGM5201A Plan and manage an inventory program

Application of the Unit

Application of the unit

The unit involves planning and managing an inventory program in a forest environment at a managerial level

These skills and knowledge 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. Plan inventory program	1.1. Applicable occupational health and safety (OHS), environmental, legislative and organisational requirements relevant to planning and managing an inventory program are identified and followed 1.2. Site environmental protection measures are identified and adhered to in line with relevant legislation and regulations 1.3. Timeline and budget are identified and checked with appropriate personnel 1.4. Organisational strategic and marketing plans are reviewed and analysed to check impact on tree breeding operation 1.5. Methods of measurement and frequency of assessment are identified and documented in line with site requirements 1.6. Consultative processes are used to obtain input to the plan in line with site requirements 1.7. Inventory program is planned, documented and communicated in line with site requirements 1.8. Necessary approvals are sought and obtained in line with site requirements
2. Implement inventory program	2.1. Inventory program is implemented in line with methods, schedule, budget and legislative requirements 2.2. Required resources and authorisations are coordinated and obtained in line with organisational and legislative requirements 2.3. Schedule for assessment is communicated to coordinating personnel in line with organisational requirements 2.4. Communication with others is established and maintained in line with OHS requirements 2.5. Documentation requirements are identified and communicated in line with OHS requirements
3. Monitor assessment	3.1. Monitoring points are identified and adhered to in line with organisational procedures 3.2. Assessment is checked to ensure compliance with environmental, OHS, organisational and legislative requirements 3.3. Communication with coordinating personnel is maintained in line with OHS requirements

ELEMENT**PERFORMANCE CRITERIA**

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|----------------------|---|
| | 3.4. Inventory program and assessment processes are amended as required to ensure specifications, quality and performance targets are met |
| 4. Review assessment | 4.1. Assessment is reviewed against inventory program and organisational requirements
4.2. Information and data are analysed to determine effectiveness of assessment and improvements to future programs
4.3. Recommendations for future programs are prepared, based on findings of analysis and consultation conducted
4.4. Assessment processes are recorded and reported to the appropriate personnel |

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 select sampling techniques; create sampling designs; identify species growing in the target area; identify vegetation in reference texts; recognise common diseases, pests and nutritional deficiencies
- Communication skills sufficient to use appropriate consultative, communication and interpersonal techniques with colleagues and others; present written and verbal information to a wide range of individuals and groups
- Literacy skills sufficient to analyse qualitative and quantitative information and data; prepare a range of reports, documentation and submissions where precise meaning is required; prepare site maps and plans; use and adapt complex maps and diagrams
- Problem solving skills sufficient to demonstrate effective time and project management

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 planning and managing an inventory program
- Environmental protection requirements, including the safe disposal of waste material, the minimisation of environmental impact, and the safe use and storage of chemicals

REQUIRED SKILLS AND KNOWLEDGE

- Organisational and site standards, requirements, policies and procedures for planning and managing an inventory program
- Environmental risks and hazards
- Using energy effectively and efficiently
- Using material effectively and efficiently
- Procedures for the development and implementation of a range of environmental management strategies
- Data collection and analysis methods
- Map and plan preparation techniques
- Characteristics and growth habits of local vegetation
- Identification of plant species and their ecological interactions with the environment
- Soil characteristics and topography of local area
- Use and application of appropriate survey and assessment equipment
- Statistical analysis techniques
- Sampling techniques applicable to forest assessments
- Problem identification and resolution strategies, and common fault finding techniques
- Principles of hydrology and the interaction/implications between forests/plantations and water use
- Established communication channels and protocols
- 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 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 plan and manage an inventory program

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

EVIDENCE GUIDE

demonstration of:

- following applicable commonwealth, state or territory legislative and regulatory requirements and codes of practice relevant to planning and managing an inventory program
- following organisational policies and procedures relevant to planning and managing an inventory program
- planning an inventory program and forest assessment using consultative processes with colleagues and stakeholders to obtain inputs, and ensuring efficient and safe processes and timelines
- implementing an inventory program in line with documented plan and budget, and making adjustments to plan or program
- reviewing and analysing an inventory program and using findings to document improvements to future assessments
- preparing and presenting a detailed report, including costs, processes and analysis of findings of the program

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
 - specifications and work instructions

Method of assessment

- 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,

EVIDENCE GUIDE

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 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

RANGE STATEMENT

	• 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 • 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

RANGE STATEMENT

	(waste minimisation and disposal, recycling and re-use guidelines)
Inventory program may be to:	• calculate the current and expected wood volume and yield within a forest • set a monitoring process in place to enable reporting against marketing, strategic and business plans
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 and obstacles • contingencies for modifying operations during wet or other adverse weather conditions • hygiene of the area • relevant commonwealth, state or territory, and local legislation and regulations
Timeline may be:	• critical to the productivity of the forest • critical to the success of the program and assessment activities
Appropriate personnel may include:	• coordinating or operational personnel • management • colleagues • clients • relevant groups
Methods relate to:	• measurement and survey and may include: • use of geographic information systems (GIS) • interpretation of aerial photography • range of sampling techniques
Consultative processes may include:	• face-to-face meetings • telephone • facsimile • written and email communication and may be with:

RANGE STATEMENT

- clients
- technical operators
- marketing groups
- coordinating or operational personnel
- colleagues
- relevant groups or bodies, such as environmental bodies; local, state or territory, and federal government bodies and agencies; internal policy groups; and labour force

Approvals:

may be required by:

- environmental bodies
- local, state or territory, and federal government bodies and agencies

and may include:

- long-term budget approvals

Resources may include:

- people
- material
- equipment and tools, including GIS and aerial photography

Authorisations may include:

- permits
- approvals
- licences relating to neighbouring sites or properties

and may relate to:

- hours of operation
- use and application of chemicals
- the environment

Communication may include:

- regular communication with the operations and coordinating personnel to ensure smooth assessment processes and progress

Documentation requirements must be:

clear and accurate and include:

- changes to the program or assessment process
- performance criteria
- supplementary approvals
- supplementary notifications, which may involve creating or amending maps, plans, reports or forms

Monitoring points may be:

- time-based
- frequency-based

RANGE STATEMENT

Checked may include:

- following OHS, organisational, legislative and environmental regulations, procedures, practices and precautions
- adherence to site environmental imperatives, specifications, quality, and performance targets

Information may relate to:

- the sample area

and may include:

- previous surveys and assessments
- aerial photography
- GIS data
- previous reports
- management information systems data
- marketing
- strategic and business plans and associated implementation plans

Records and reports may include:

- difficulties or issues faced during planning and implementing the inventory program or conducting forest assessments
- recommendations for future work
- results
- costs
- data analysis

and may be:

- manual
- a computer-based system
- other appropriate organisational communication system

Unit Sector(s)

Not Applicable

Competency field

Competency field Forest Growing and Management